KX-E2500

Operator's Instruction Manual

Panasonic

FOR USERS IN UNITED STATES ONLY

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

—Reorient or relocate the receiving antenna.
—Increase the separation between the equipment and receiver.
—Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
—Consult the dealer or an experienced radio/TV technician for help.

The user may find the booklet "Something About Interference" available from FCC local regional offices helpful.

FCC Warning: To assure continued FCC emission limit compliance, the user must use only the recommended shielded interface cable when connecting to computer or peripheral. Also, any unauthorized changes or modifications to this equipment would void the users authority to operate this device.

WARNING

- When you operate this equipment, the power outlet should be near the equipment and be easily accessible.
- Power source voltage of this unit is listed on the nameplate. Do not fail to plug the typewriter into an outlet with the proper voltage.
- To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

The serial number of the unit may be found on the inside label. For your convenience, note this number in the space provided below, and retain this book along with your proof of purchase, to serve as a permanent record in the event of a theft, or for future reference.

MODEL NO. _____ NAME OF DEALER _____

SERIAL NO. _____ DATE OF PURCHASE _____

Congratulations! You are about to enter the exciting world of electronic typing with one of the most advanced electronic typewriters available today

Your Panasonic typewriter has been designed to help you prepare your typing projects as simply and efficiently as possible

Many of your tedious typing tasks may now be performed quickly and automatically By reading through the manual, you will learn how to operate all of the functions which will help you on a day-to-day basis

It is important that you read this manual and do the exercises It has been designed to teach you every function your Panasonic typewriter has to offer Once you have completed this manual, you will find it easier to do many of your daily typing projects

Take the time to learn everything you can about your new typewriter We are convinced you will find typing much more interesting and your finished projects cleaner, more professional looking, and much easier to do

We hope you enjoy using your Panasonic typewriter and are confident you will have many years of reliability ahead of you

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1. LEARNING THE BASICS
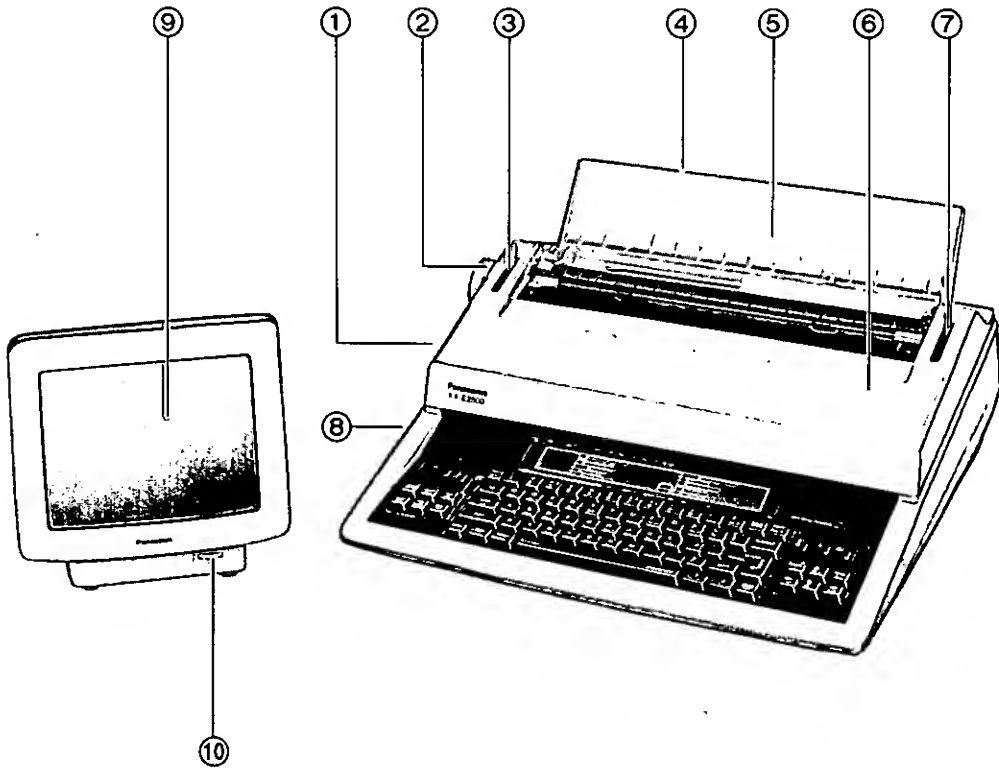
① **Power ON/OFF Switch**

② **Platen Knob**
Manually feeds paper

③ **Paper Bail Release Lever**
Moves the paper bail away from the
platen

④ **Interface Connector**
(On the rear of the typewriter)
You can use this units as a printer by
connecting the optional Interface
Adaptor KX-EIP2 to receive data
from a computer

⑤ **Paper Support**

⑥ **Top Cover**

⑦ **Paper Release Lever**
Releases paper

⑧ **Floppy Disk Drive**

⑨ **CRT (Screen)**

⑩ **CRT Brightness Control**

1
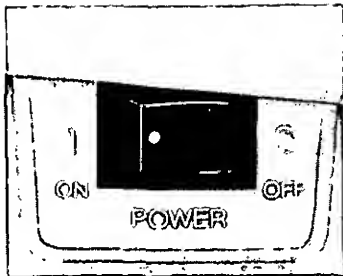
Power ON/OFF Switch

The power ON/OFF switch is located toward the back left-hand side of the typewriter.

When you turn the machine on, the daisywheel will spin to position itself accurately, the printer will position itself to the left margin and the typewriter will resume the margins and tabs that were set when it was turned off.

Paper Release Lever
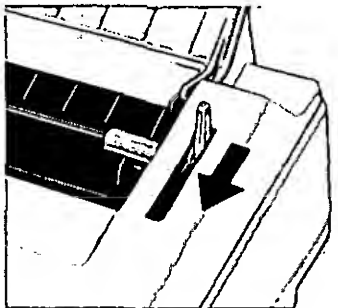
Pulling forward on the Paper Release Lever releases the pan which holds the paper tight against the platen and enables the operator to adjust the paper freely.

Paper Bail Release Lever
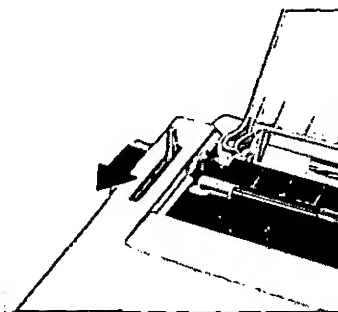
Pulling forward on the Paper Bail Release Lever moves the paper bail away from the platen. Additional forward movement of this lever activates the automatic paper insert function.

Copy Control Lever
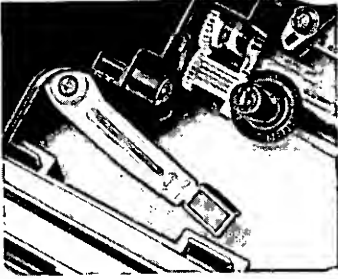
Located inside the unit on the right side underneath the ribbon cartridge is a green lever, which is for copy control. Position 1 is for one to three copies; position 2 is for three to five copies (dependent upon paper weight). Set according to your requirements.

Cover Interlock Switch
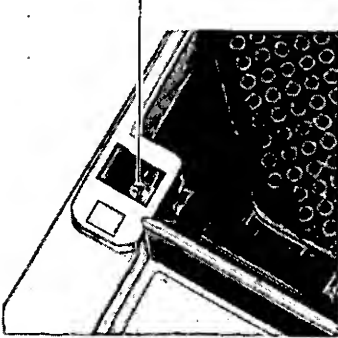
Cover Interlock Switch

The top cover has a safety interlock switch which deactivates the printer and keyboard whenever the top cover is opened.

CRT Brightness Control
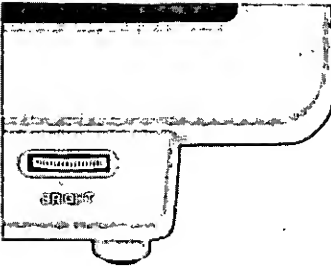
The Brightness Control knob, which is located on the lower right-hand side of the CRT, enables you to choose the level of "brightness" or "darkness" that makes it most comfortable for you to view your screen.

2. KEYBOARD LAYOUT

In order to simplify the explanation of the typewriter and its capabilities, the keyboard has been divided into three (3) separate sections: **Character Keys, Selector Switches, and Function Keys.**
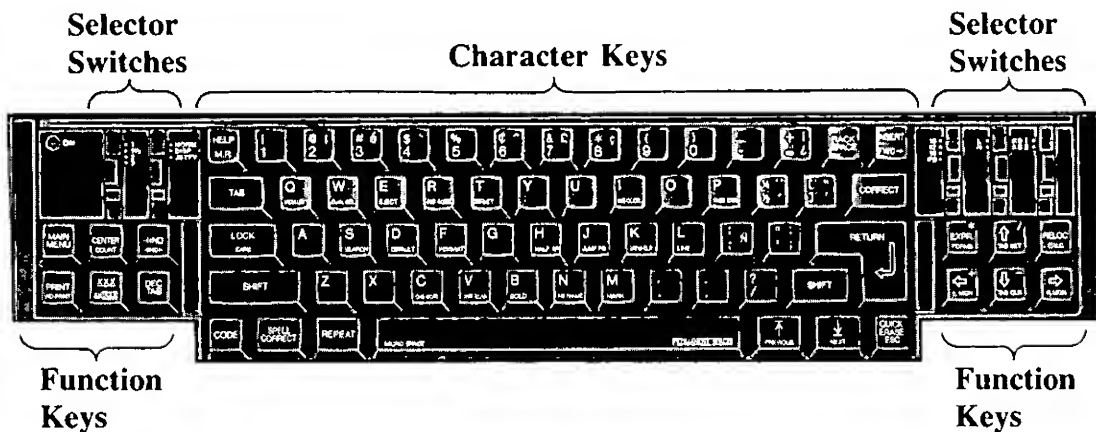
Character Keys

The KX-E2500 Character Keys are clearly labeled for ease of use. All coded functions are labeled in blue and correspond with the CODE key, which is also labeled in blue. All operations which need to be performed with the SHIFT key are framed in a box. Keys with one or two characters to the right of the traditional characters offer special symbols. These symbols are accessed in KB II. For more information on KB II refer to page 7.
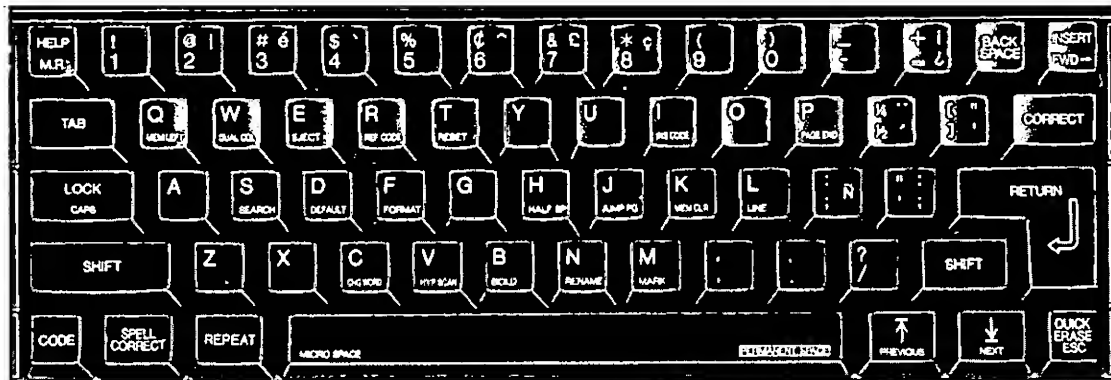
A total of five selector switches are located on the KX-E2500.

Line Spacing Selector
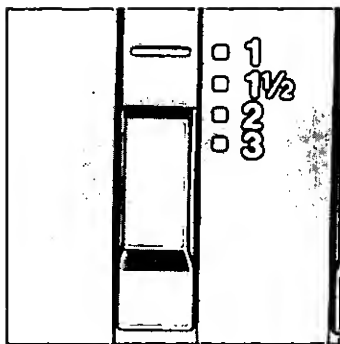
The Line Spacing Selector is located on the top left of the keyboard. It is marked 1, 1½, 2, and 3 and is used to control the number of lines between each RETURN.

You may also select from three different lines per vertical inch settings which are accessed through the default menu discussed on page 11. These choices and their uses are listed below:

5.25 — Legal Applications (court reporting)
6 — Normal Correspondence
8 — Used in conjunction with 15 pitch

Mode Selector
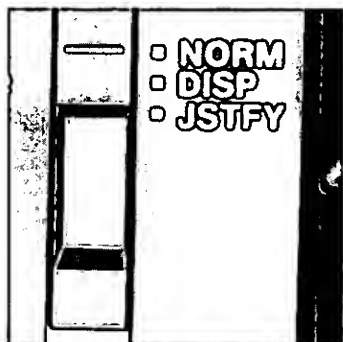
The Mode selector is located to the immediate right of the line spacing selector. It controls your typing output by offering you three modes of operation: **NORM, DISP, JSTFY.**

NORM Deactivates your display screen allowing you to type directly on the paper. When you come to the end of a line, a manual return is required.

DISP Accesses the display screen allowing you to view one line of text before it is printed on the paper. **DISP** will also trigger an automatic return at the end of each line.

JSTFY Works the same as the **DISP** mode. However, in the JSTFY mode, your text will print with an even right margin, giving your work a clean, professional look.

Pitch Selector
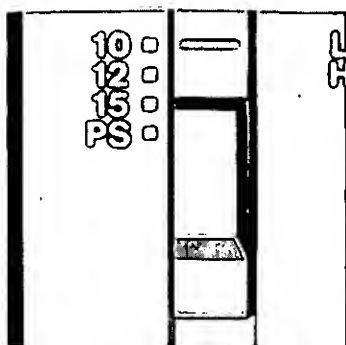
On the right side of the keyboard is the Pitch Selector which is labeled 10, 12, 15, and PS. The Pitch Selector indicates the number of characters printed per inch as outlined below:

10 PICA	10 Characters per inch
12 ELITE	12 Characters per inch
15 MIKRON	15 Characters per inch
PS PROPORTIONAL	Variable Spacing

For the best results, your Pitch Selector switch should correspond with the pitch of the daisywheel in your typewriter.

Impact Control Selector
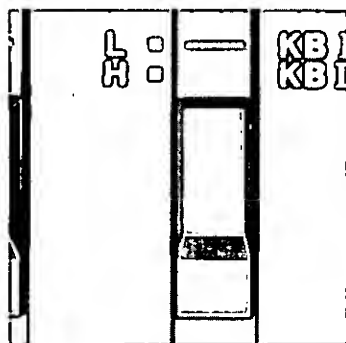
The Impact Control Selector, which is located to the right of the Pitch Selector, dictates to the printer how hard the characters on the daisywheel will strike the page. You have a choice of two settings: L (light) and H (heavy).

KB I/KB II Selector
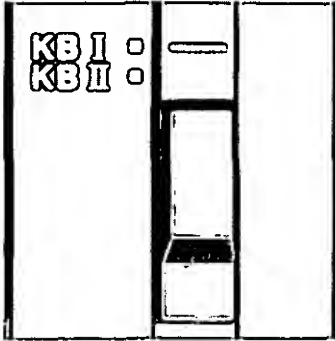
The KB I/KB II selector switch is located to the far right of the keyboard. KB I allows printing of the alpha/numeric symbols normally associated with a traditional keyboard. On keys which contain three or more characters, KB II enables you to access the symbols located on the right side of the traditional characters.

Accessing KB II

• Move the selector switch to KB II.

The symbols to the right side of the traditional characters are now available for use.

If the symbol is located on the upper right side of the traditional character,

• **Press SHIFT + the Desired Key**

If the symbol is located to the lower right side of the traditional character,

• **Press the Desired Key** (no shift is required)

Panasonic offers two types of daisywheels:

D1—For International Symbols
D2—For American Symbols

This is a sample of the special keyboard II symbols on our 100 series (D1) Daisywheels which allow typing in other languages.

£ ¨ ^ ç é Ñ ñ ´ ` ¡ ¿ |

This is a sample of the special keyboard II symbols on the 200 series (D2) Daisywheels which are commonly used for applications in legal, scientific, publishing, and other specialized typing.

2 ¨ ^ ° ® ´ ` < > § ¶ |

Function Keys
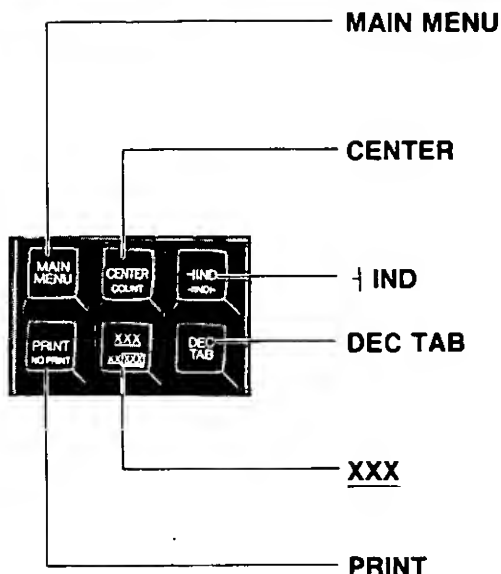
MAIN MENU — Displays a list of memory options. The internal memory, disk, and print functions are all accessed through the Main Menu key.

CENTER — Allows you to center four ways: between margins, over a point, between tabs, or right margin flush.

⊣ IND — Sets a temporary left margin.

DEC TAB — Advances the printer to the next tab position and aligns the decimal point or comma on the tab position.

XXX — Sets and releases the automatic underscore command.

PRINT — Initiates the printer while in memory. It advances to "fill-in" positions in Forms Layout. The No Print mode is activated when the **PRINT** key is used in conjunction with the **CODE** key.
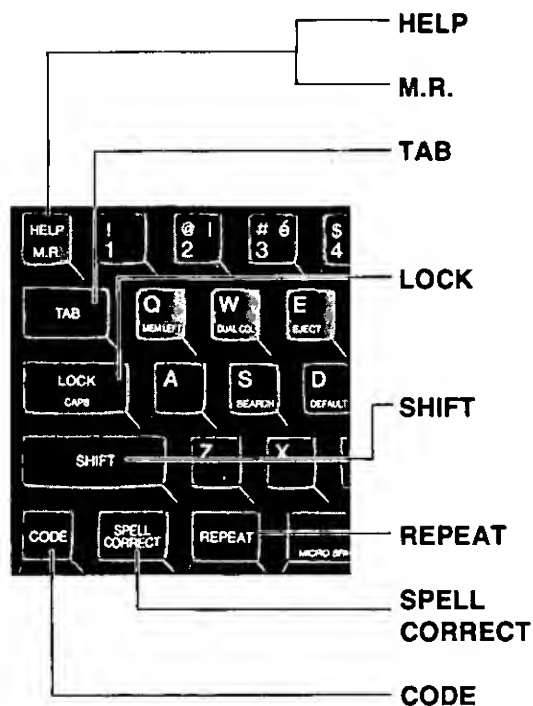
HELP — Displays **HELP** menu for Coded functions.

M.R. — Margin release for left and right margins.

TAB — Advances the printer to the next tab position, and aligns all characters to the right of the tab setting.

LOCK — Allows typing of capital letters without holding down the **SHIFT** key. Caps lock is activated when used with the **CODE** key.

SHIFT — Allows typing of capital letters. It also accesses the automated features which are framed in a box on the keytops.

REPEAT — Makes every key a repetitive key.

SPELL CORRECT — Turns the SpellCorrect® feature on and off.

CODE — Is used in conjunction with other keys (most of which are clearly labeled in blue) to perform automated functions.

EXPR
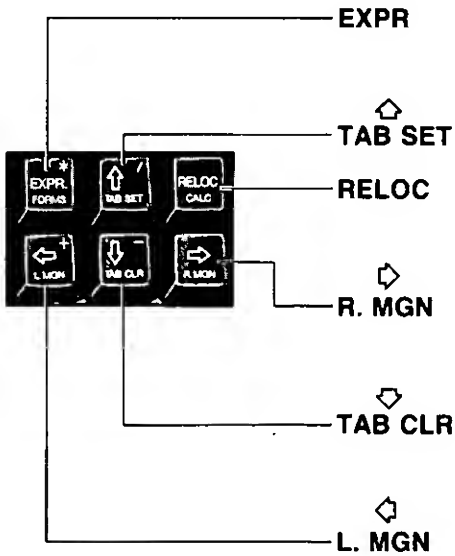
Moves the printhead to the beginning of the line without line spacing.

⇧ TAB SET

Moves the cursor up one line in memory. Sets TAB stop positions (maximum 28).

RELOC

Moves the printhead to the last character on the paper.

⇨ R. MGN

Moves the cursor to the right in memory. Sets the right margin. Used with the **CODE** key, it sets the hot zone.

⇩ TAB CLR

Moves the cursor down one line in memory. Clears TAB stops. When used with the **CODE** key, it clears all tabs, or all margins and tabs.

⇦ L. MGN

Moves the cursor to the left in memory. Sets the left margin.

BACKSPACE
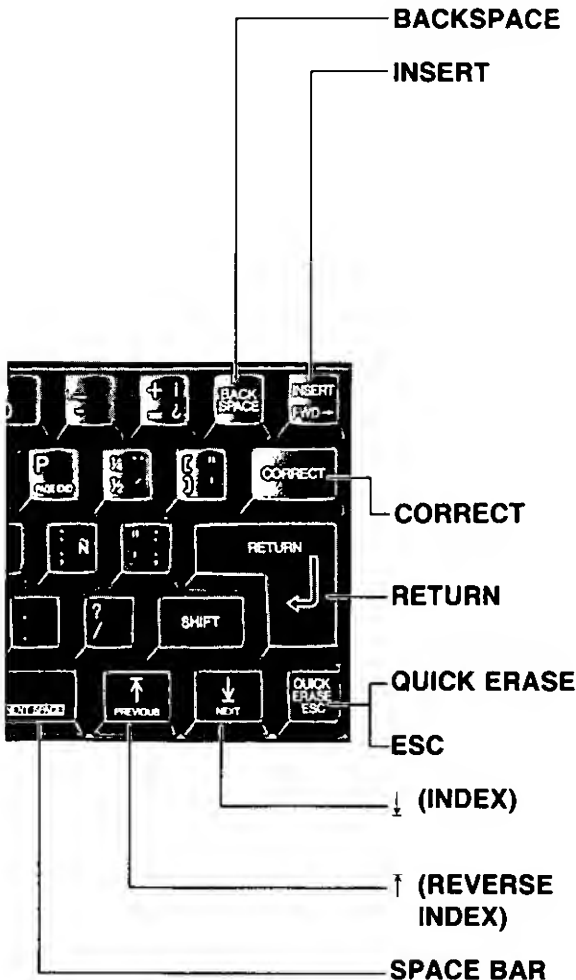
Moves the printer one space to the left.

INSERT

The **INSERT/FWD→** key is used primarily when editing text on the display.

In the Typewriter Mode, it is the Forward (**FWD→**) key and advances the cursor one character to the right on the display.

In the Memory Mode, it acts as a toggle between the insert and overtype methods of typing. Insert, which is the default setting, enables you to add words between existing text. Overtype replaces existing text with newly typed characters.

CORRECT

Deletes the character to the left of the printhead.

RETURN

Advances one line down, and brings the printhead back to the left margin.

QUICK ERASE

Deletes the entire word to the left of the printhead.

ESC

Cancels current pop up or prompt.

↓ (INDEX)

Advances a ½ line toward the bottom of the page.

↑ (REVERSE INDEX)

Moves a ½ line toward the top of the page.

SPACE BAR

Advances the printhead to the right. When used with the **CODE** key, it moves the printhead ⅙th of an inch if your pitch is set on 10.

3. DEFAULT SETTINGS

The KX-E2500 is shipped with pre-set characteristics such as the background color of your display or the number of printed lines per page. The default settings menu enables you to change the pre-programmed characteristic of the typewriter to meet your individual requirements. When you make a change to the default settings menu, it will remain until you access the default settings again.

Accessing the Default Settings Menu
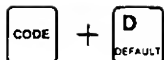
[CODE] + [D DEFAULT]

• Press **CODE + D** (for Default)

Your screen will prompt:

```
                   DEFAULT SETTINGS

   Printed Lines Per Page            [54] lines
   Form Feed                         [66] lines
   Lines Per Inch            5.25    6       8
   Dec Tab Character         Period  Comma
   Low Impact                Yes     No
   Cursor Shape              Block   Underline
   Blinking Cursor           No      Blink
   Background Color          Black   White
   Auto Paper Insertion      Default No
   KB Symbol Displayed        D1      D2
   COMM. Auto LF              No      Yes
   COMM. Paper Feed           No      Yes

   RETURN to Enter, RELOC to Enter All or ESC
```

Default Settings Menu Overview

Printed Lines Per Page

Printed lines per page defines the number of lines to print on each page.

Example:

You are using a standard sheet of paper (8.5"×11") and the auto paper insertion is set at 7 lines for a one inch margin at the top of the paper. In addition, you may also require a one inch bottom margin. If you subtract 12 lines from the total available lines (66) this would equal 54 printed lines per page.

Form Feed

The paper length is calculated in lines and relates to the lines per inch setting To arrive at this calculation, simply multiply the length of the paper in inches by the number of lines to the inch

Example 6 vertical lines per inch

11″ letter size paper=66 lines
14″ legal size paper=84 lines

Lines Per Inch

The number of lines per inch represents the spacing between two printed lines on a page When using a traditional format, 6 is the standard setting For legal applications 5 25 spacing is usually appropriate When using a 15 pitch printwheel, the line spacing should be set on 8 to minimize excess white space between the lines

Dec Tab Character

You may choose to align numbers at the decimal point (period) or comma

Low Impact

The KX-E2500 offers low impact ribbons to reduce noise levels If you are using this ribbon type, select "Yes "

NOTE: If you select "Yes" and you are not using a low impact ribbon, Panasonic will not assume responsibility for inconsistent print quality If you experience inconsistent print quality, change this setting to correspond with the correct ribbon type

Cursor Shape

The cursor indicates the current position on the Display Screen. You can select Block or Underline for the cursor shape.

Blinking Cursor

In addition to the shape of the cursor, the cursor can be changed to a blinking cursor or non-blinking cursor.

Background Color

The default background color is a white background with black characters. The background color can be reversed at any time by selecting Background Color and choosing black background with white characters.

Auto Paper Insertion

The typewriter is pre-programmed to insert your paper seven (7) lines from the top of the page. You can change your insertion position in Typewriter Mode by using **CODE + A**. When the insertion position is changed, the word "No" will be highlighted on the Auto Paper Insertion line of the Default settings menu. The Auto Paper Insertion selection on the Default settings menu is provided so that you can re-set your insertion position to the original default setting of a 1″ top margin quickly and easily.

- To re-set the default insertion position, simply select Default on the Auto Paper Insertion line and press **RELOC**.

KB (Keyboard) Symbols Displayed

The default KBII symbols displayed are International symbols (D1) to agree with the D1 daisywheel shipped with your machine. The KBII symbols should only be changed when a D2 daisywheel for American symbols is used in the typewriter. This selection enables you to display the correct symbols to correspond with your daisywheel.

COMM. Auto LF

Communication Auto Line Feed adds a carriage return after each printed line. This feature should only be selected after referencing the KX-EIP2 instruction manual and your computer software manual.

COMM. Paper Feed

Auto Paper Feed instructs the typewriter to eject the paper after each page is printed. This feature should only be selected after referencing the KX-EIP2 instruction manual and your computer software manual.

Changing the Default Settings

Follow the instructions below for all selections except Printed Lines Per Page and Form Feed.

1 Use the cursor keys to select the desired option

2 Highlight the desired selection

3 Press **RETURN** to advance to the next line

<div align="center">or</div>

Press **RELOC** to skip the other selections and confirm the changes.
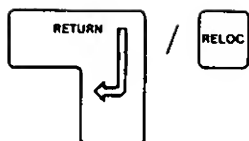
Changing the Printed Lines Per Page or the Forms Feed Setting

1 Position the cursor on the line to be changed.

2 Press **CORRECT** twice to delete the number diaplayed

3 Type the new entry

4 Press **RELOC** to skip the other selections and confirm the change

The KX-E2500 offers a high resolution black and white reversible display screen. You can reverse the default setting of white background with black characters to black background with white characters by following the instructions on page 17. The KX-E2500 displays 80 characters across and 23 lines down. However, in typewriter mode only one line of text is displayed.

Status Line

4

The first line of the display is called the Status Line. It will display a prompt to inform you of your current selections such as bold, underscore, indent, etc. The status line differs slightly in the typewriter and memory modes. Therefore, each mode will be explained separately.

Typewriter Mode

The character counter is displayed in the upper right hand corner of the display in typewriter mode only. This number indicates the number of characters available between the left and right margin. As you type, this number will decrease and tell you how many characters remain.

Below is an example of how the status line is displayed in typewriter mode:

Character Counter
└→ COUNT 115

┌──────── Status Line
└→
┌→ L....♦....1....♦....2....♦....3....♦....4....♦....5....♦....6....♦....7....♦....
└──────── Ruler Line
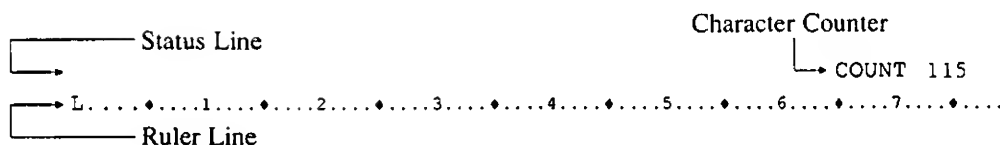
Memory Mode

The text name or phrase number you are currently in is displayed at the beginning of the status line. The word "INSERT" is displayed in the center of the status line indicating that you are in the default typing mode. If this word is not displayed you are in an overtype mode and will replace existing text as you type. The COLUMN number indicates your cursor position on the ruler. The LINE number and PAGE number your cursor is positioned on are also displayed on the status line.

Below is an example of how the status line is displayed in memory mode:

Status Line → (TEXT NAME)   INSERT   COLUMN   0 LINE 1 PAGE 1

Ruler Line → L....♦....1....♦....2....♦....3....♦....4....♦....5....♦....6....♦....7....♦....

E

Cursor ↑

80 characters

23 lines
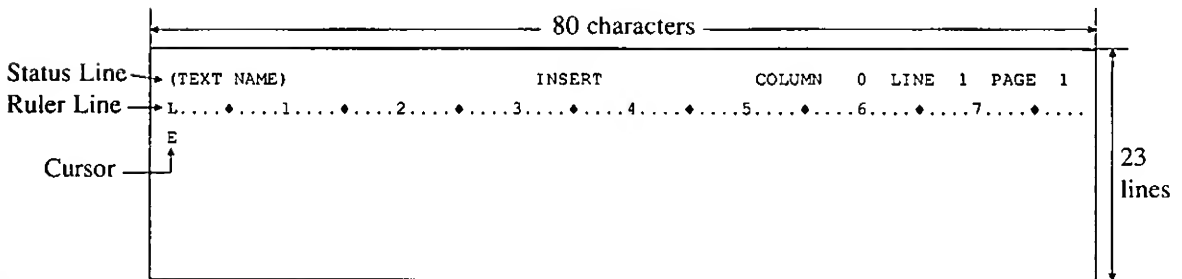
4

Ruler Line

Beneath the Status Line, you will see a dotted Ruler Line which represents the current margin and tab settings. Every tenth space is marked with a numeric value (1=10, 2=20...). The margin and tab settings are indicated on the ruler line as follows:

L	Left Margin
R	Right Margin
T	Tab Stop
H	Beginning of the Hot Zone
^{H}T	Hot Zone and Tab Stop

Display Messages

The last line of your display is light grey regardless of the background color you select. This light grey line will display prompts to guide you through your typing projects. Refer to page 221 for a complete list of all display messages offered to you on your system.

15

Display Symbols

Below is a complete list of display symbols which will appear on your screen. These symbols will not print:

⏎	Manual Return	**X̲**	Underscore – Continuous (activated/deactivated)
B	Bold Print (activated/deactivated)	**X̲**	Underscore – Word by Word (activated/deactivated)
C	Centering	**X̲**	Double Underscore (activated/deactivated)
D	Decimal Tabulation	$\overline{X},\overline{Y},\overline{Z}$	Margin Format
I	Insert Code (Stop Code)	**E**	End of Text
↓	Index Command	**L**	Line Framing
↑	Reverse Index Command	⋯	Micro Space
··	Half Space	$\overline{E}$	Form Feed (Auto Paper Eject)
M	Open/Close of Block Move, Copy, Delete	⊞	Dual – Column Command Set/Reset
⇤	Left Indent	$\overline{W}$	Dual – Column Command change
←	Permanent Backspace	$\overline{R}$	Mail Merge Variable
=	Temporary Hyphen	7	Mail List Record Header
—	Permanent Space	$\overline{1},\overline{15},\overline{2},\overline{3}$	Line Spacing
→⊦	Tab Command		
⇄	Block Indent		

Embed

The symbols listed on the previous page are displayed when a feature is turned on or off. As a result, your text will shift one character to the right for each screen symbol. Many times it is difficult to visualize how your text will look with these symbols on screen. Therefore, the KX-E2500 enables to embed (hide) these non-printable symbols so that you can get a better idea of how your printed text will look. This feature is extremely useful when using line framing to box information because the lines are not visible until the display symbols are embeded.

Embeding Non-Printable Symbols
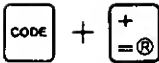
CODE + [+/=®]   • Press **CODE + =**

Displaying Non-Printable Symbols

CODE + [+/=®]   • Press **CODE + =** again

4
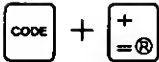
Changing the Background Color

The KX-E2500 enables you to reverse your display. The default setting is a white background with black characters. You can change the default to black background with white characters by using the default settings menu. The new setting will remain the default until you change it.

1 Press **CODE + D**

The screen will prompt:

```
                    DEFAULT SETTINGS

    Printed Lines Per Page                [54] lines
    Form Feed                             [66] lines
    Lines Per Inch              5.25      6       8
    Dec Tab Character           Period    Comma
    Low Impact                  Yes       No
    Cursor Shape                Block     Underline
    Blinking Cursor             No        Blink
    Background Color            Black     White
    Auto Paper Insertion        Default   No
    KB Symbol Displayed         D1        D2
    COMM. Auto LF               No        Yes
    COMM. Paper Feed            No        Yes

    RETURN to Enter, RELOC to Enter All or ESC
```

2 DOWN ARROW (▽) to the Background Color line

3 LEFT ARROW (◁) once to highlight Black

4 Press **RELOC** to skip the other selections

The typewriter will "beep" once to confirm and the display will be reversed. The background color can be returned to the default setting by following the instructions outlined above and selecting "white."

Changing the Cursor Shape

The KX-E2500 enables you to change the cursor shape from a rectangular to an underline.

CODE + **D**

1 Press **CODE** + **D**

The screen will prompt:

```
           DEFAULT SETTINGS

   Printed Lines Per Page          [54] lines
   Form Feed                       [66] lines
   Lines Per Inch         5.25     6       8
   Dec Tab Character      Period   Comma
   Low Impact             Yes      No
   Cursor Shape           Block    Underline
   Blinking Cursor        No       Blink
   Background Color        Black    White
   Auto Paper Insertion   Default  No
   KB Symbol Displayed    D1       D2
   COMM. Auto LF          No       Yes
   COMM. Paper Feed       No       Yes

   RETURN to Enter, RELOC to Enter All or ESC
```

2 **DOWN ARROW** (▽) to the Cursor Shape line

To change the shape from a rectangle to an underline,

3 Highlight "Underline"

4 Press **RELOC** to skip the other selections

The typewriter will "beep" once to confirm the change.

4

Turning the Cursor Blinking On and Off

The KX-E2500 enables you to display a "blinking" or "non-blinking" cursor.

[CODE] + [D DEFAULT]

1 Press **CODE + D**

The screen will prompt:

```
              DEFAULT SETTINGS

  Printed Lines Per Page            [54] lines
  Form Feed                         [66] lines
  Lines Per Inch            5.25    6       8
  Dec Tab Character         Period  Comma
  Low Impact                Yes     No
  Cursor Shape              Block   Underline
  Blinking Cursor           No      Blink
  Background Color          Black   White
  Auto Paper Insertion      Default No
  KB Symbol Displayed       D1      D2
  COMM. Auto LF             No      Yes
  COMM. Paper Feed          No      Yes

  RETURN to Enter, RELOC to Enter All or ESC
```

2 **DOWN ARROW** (⟱) to the Blinking Cursor line

3 **LEFT ARROW** (⟸) once to highlight No

4 Press **RELOC** to skip the other selections

The typewriter will "beep" once to confirm the change.

Changing the KBII Symbols Displayed

The KX-E2500 is shipped with a D1 or International Daisywheel and the default is set to display International symbols which correspond with the daisywheel shipped with your typewriter.

Daisywheels with American symbols (D2 daisywheels) are available. When using an American D2 daisywheel, you have the ability to change the characters displayed to agree with your American daisywheel by following the stops below:

CODE + **D** (DEFAULT)

1 Press **CODE + D**

The screen will prompt:

```
                    DEFAULT SETTINGS

   Printed Lines Per Page              [54] lines
   Form Feed                           [66] lines
   Lines Per Inch           5.25     6         8
   Dec Tab Character        Period   Comma
   Low Impact               Yes      No
   Cursor Shape             Block    Underline
   Blinking Cursor          No       Blink
   Background Color          Black    White
   Auto Paper Insertion     Default  No
   KB Symbol Displayed      D1        D2
   COMM. Auto LF            No        Yes
   COMM. Paper Feed         No        Yes

   RETURN to Enter, RELOC to Enter All or ESC
```

4

2 **DOWN ARROW** (⟱) to the KB Symbol Displayed line

3 **RIGHT ARROW** (◁) once to select D2 for American symbols

4 Press **RELOC** to skip the other selections

The typewriter will "beep" once to confirm the change.

Although the KBII characters will display American symbols, these symbols will not print until you insert a D2 daisywheel in the typewriter.

Controlled Printer Movement

Controlled Printer Movement enables you to advance the printhead as you type on the display without printing. This feature is available to you in both the typewriter and memory modes.

Typewriter Mode

When using controlled printer movement in the typewriter mode, the line displayed will print when the KX-E2500 automatically returns at the end of a line or when the following keys are pressed: **RETURN, TAB, DEC TAB, CENTER, PRINT, ⊣IND, CODE + E, CODE + F, CODE + K**, or **CODE + P**.

Memory Mode

When using controlled printer movement in the memory mode, the printhead will move as you type without printing. When you reach a page end or you press **CODE + E** to insert a page break. The system will return to the top of the paper but it will not eject it from the typewriter.

Activating Controlled Printer Movement
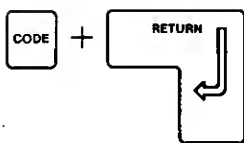
* Press **CODE + RETURN**

Deactivating Controlled Printer Movement
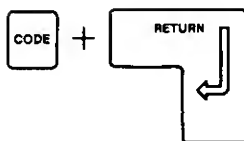
* Press **CODE + RETURN** again

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5. USING THE TYPEWRITER

This section will introduce you to the fundamental operations of the KX-E2500. Read through it and do the exercises to familiarize yourself with each operation.

Help

The HELP key has been designed as a quick reference of all coded functions. The **HELP** key will display a list of coded functions that are available in both the typewriter and memory modes.

The **HELP** key also doubles as a margin release key in typewriter mode; therefore, the **HELP** key must be pressed twice to access a help menu in the typewriter mode.

Accessing Help in the Typewriter Mode
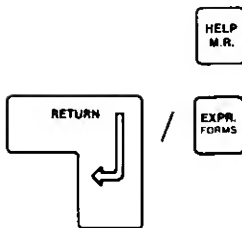
- Press the **HELP** key twice

- Press **RETURN** to advance to each screen
  or
- Press **EXPR** to return to the first help menu

Accessing Help in the Memory Mode
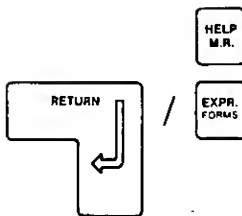
- Press the **HELP** key once

- Press **RETURN** to advance to each screen
  or
- Press **EXPR** to return to the first help menu

Exiting the Help Menu

- Press the **HELP** key again

Automatic Paper Insertion

The Panasonic typewriter is pre-programmed to insert your paper seven (7) lines from the top of the page by pulling the paper bail release lever toward you. You have the ability to change the insertion position to meet your requirements (e.g., below letter head paper). The insertion position you set will remain until you change it.

The KX-E2500 also enables you to reset the insertion position to the default of seven lines from the top of the paper quickly and easily.

Changing the Paper Insertion Position

1 Place your paper against the paper support guide with the left edge of the page aligned with 0

2 Pull the Paper Bail Release Lever towards you until the paper is inserted

3 Press **RETURN, INDEX** (↓), or **REVERSE INDEX** (↑) to position the paper at the desired insertion point
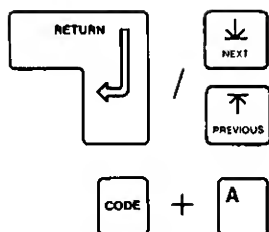
4 Press **CODE + A**

Resetting the Default Paper Insertion Position
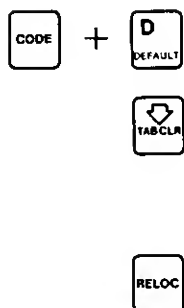
1 Press **CODE + D**

2 **DOWN ARROW** (✧) eight times to reach the Auto Paper Insertion line

3 Highlight Default

4 Press **RELOC** to skip to the other selections

The typewriter will "beep" once to confirm the change.

Automatic Paper Eject

The KX-E2500 has been pre-programmed for standard $8\frac{1}{2} \times 11''$ paper (66 lines), and will eject the paper based on that setting If you are using legal or ledger size paper (longer than 11"), the paper will not eject fully from the typewriter unless you change the default form feed setting (see page 11)

Automatically Ejecting the Paper
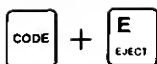
CODE + E

• Press **CODE + E**

Index (↓) and Reverse Index (↑)

The **INDEX** (↓) key allows you to advance the paper a ½ line toward the bottom of the page The **REVERSE INDEX** (↑) key allows you to advance the paper a ½ line towards the top of the page

These keys are useful when typing subscripts and superscripts You will also use them in conjunction with other features discussed later in this manual

> The scientific equation for water is H_2O.

To type this, you would first enter "**H**"

1 Press **INDEX** (↓) and type "**2**"

2 Press **REVERSE INDEX** (↑) to reposition the printer on the actual typing line and type O

Micro Index

Micro Indexing moves the printer vertically in increments of $\frac{1}{48}$th of an inch up or down on the paper This is extremely useful when aligning the printer with pre-printed forms

Micro Indexing

SHIFT + NEXT

or

SHIFT + PREVIOUS
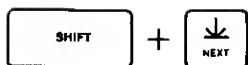
• Press **SHIFT + INDEX** (↓) or **SHIFT + REVERSE INDEX** (↑)
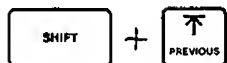
The **SHIFT** key must be held down while pressing either key

NOTE: Micro Indexing is not stored in the correction memory

Because there are no preset margins and tabs, the KX-E2500 enables you to set margins and tabs to meet your requirements. A maximum of 28 tab stops can be set. The "Ruler" line discussed on page 15 displays the current margin and tab settings.

The KX-E2500 enables you to store three frequently used margin formats (margins, tabs, and hot zone) referred to as rulers under "X", "Y", or "Z." These formats can be recalled at any time and are available in addition to the current margin and tab settings.

The following keys are used to set and clear margin and tab settings:

L.MGN	Left Margin
R.MGN	Right Margin
TAB SET	Tab Settings
TAB CLR	Clears Tab Settings
CODE + R.MGN	Hot Zone
M.R.	Margin Release

Setting Margins and Tabs

1 Position the mode selector on **NORM**

2 Press **SPACE BAR**

This moves the printer toward the right. To set the left margin to the left of the current one, press **M.R.** and **BACKSPACE** to reach the desired position.

3 Press **L.MGN**

4 Press **SPACE BAR** to position the printer at a desired Tab stop

5 Press **TAB SET**

Repeat the last two steps for each tab stop required (max. 28).

6 Press **SPACE BAR** to reach the desired right margin setting

To set the right margin to the right of the current one, press M.R. to space beyond the current margin setting to the desired position.

7 Press **R.MGN**

8 Press **RETURN**
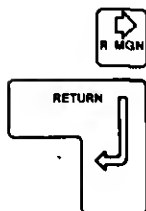
Clearing a Tab Stop

[TAB]

1 **TAB** to the desired tab setting

[TABCLR]

2 Press **TAB CLR**

Clearing All Tabs and Retaining Margins

[SPACE BAR] / **[TAB]**

1 **SPACE** or **TAB** to the first tab position

[CODE] + **[TABCLR]**

2 Press **CODE + TAB CLR**

5
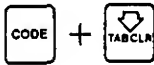
Clearing All Margins and Tabs
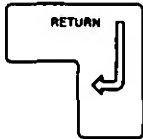
[RETURN]

1 Press **RETURN**

This positions the printer at the left margin. (The printer must be at the left margin to clear all margin and tab settings.)
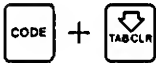
[CODE] + **[TABCLR]**

2 Press **CODE + TAB CLR**

The printer will move to the far left, clearing all existing margins and tabs.

Adjustable Hot Zone

The Hot Zone represents the number of spaces between the bell and the right margin. It is preprogrammed for 0.7 of an inch (7 spaces in 10 pitch) from the right margin. You may change the setting to within one inch of the right margin.

Setting the Hot Zone

1 Position the MODE selector on **NORM**

[SPACE BAR] / [TAB]

2 Press **SPACE BAR** or **TAB** to position the printer at the right margin

[BACK SPACE]

3 **BACKSPACE** to the required new bell position (maximum 10 spaces from the right margin)

[CODE] + [R MGN]

4 Press **CODE + R.MGN**
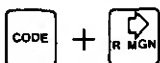
Margin and Tab Exercise

For the first exercise, set your typewriter as indicated below:

The paper guide is at **0**
The pitch selector is set at **10** (PICA)
The daisywheel in the unit is **10** pitch
The MODE selector is on **NORM**
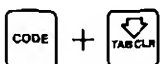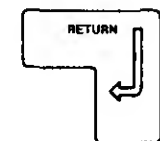
[RETURN]

1 Press **RETURN**

[CODE] + [TAB CLR]

2 Press **CODE + TAB CLR**

3 Set the margins and tabs below:

Left margin	15
Tabs	30, 45, 60
Right margin	74
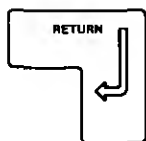
[RETURN]

4 Press **RETURN**

Your Counter will show the number of characters available on the writing line.

Store Ruler

To eliminate the tedious task of manually setting margins, tabs and hot zones with each new document, the KX-E2500 allows you to store three frequently used margin formats in memory. These formats are stored in locations "X", "Y", and "Z" and can be recalled for use when typing in or out of text memory.

Follow the instructions below and store the margin format that you set in the last exercise into memory.

Storing Margins and Tabs
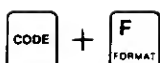
CODE + **F** (FORMAT)

1 Press **CODE** + **F** (Margin Format)

Your display will prompt:

```
        RULER

    Edit Ruler
    Recall Ruler
    Store Ruler

RETURN or ESC
```

S (SEARCH)

2 Press **S** (for Store Ruler)

Your display will prompt:

```
    STORE RULER

    X     Ruler
    Y     Ruler
    Z     Ruler

RETURN or ESC
```

X / **Y** / **Z**

3 Press the letter **X** (**Y** or **Z**)

The typewriter will "beep" once to confirm that the ruler has been stored.

5

Exercise

Store the following formats into Memory.

Format Y
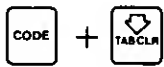
CODE + TAB CLR

1 Press **CODE + TAB CLR** to clear existing margins and tabs

2 Set the margins and tabs below:

Left margin	11
Tabs	20, 33, 45, 54
Right margin	64

RETURN

3 Press **RETURN**

CODE + F

4 Press **CODE + F**

S

5 Press the letter **S**

Y
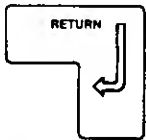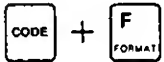
6 Press the letter **Y**

Format Z
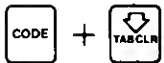
CODE + TAB CLR

1 Press **CODE + TAB CLR** to clear existing margins and tabs

2 Set the margins and tabs below:

Left margin	11
Tabs	26, 39, 49, 59
Right margin	66

RETURN

3 Press **RETURN**

CODE + F

4 Press **CODE + F**

S

5 Press the letter **S**

Z
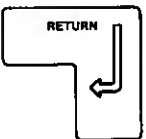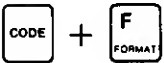
6 Press the letter **Z**

Now that you have three margins stored into memory, lets learn how to recall them for future use.

Recalling Margins and Tabs

CODE + F

1 Press **CODE + F** (Margin Format)

Your display will prompt:

```
        RULER

   Edit Ruler
   Recall Ruler
   Store Ruler

RETURN or ESC
```

R
REF CODE

2 Press the letter **R** (for Recall Ruler)

Your display will prompt:

```
   RECALL  RULER

     X      Ruler
     Y      Ruler
     Z      Ruler

RETURN or ESC
```

X / Y / Z

3 Press the letter **X** (**Y** or **Z**)

The margin format has been recalled, and is ready for use. It's that simple!

5

Edit Ruler

The typewriter mode enables you to edit margin and tab settings in two ways:

(A) Set the new margins and tabs and store them over the current format by following the instructions outlined on pages 26 and 29.

(B) Select "Edit Ruler" from the format menu and display the margin and tab format on the ruler line before editing.

In the text memory mode (margins and tabs are ignored in phrase memory), item "B" above is the only way to edit margin and tab settings.

The Edit Ruler selection enables you to edit the current margin and tab settings as well as those stored under formats "X", "Y", and "Z." The Edit Ruler procedure is exactly the same when selected in either the typewriter or text memory mode as outlined below:

• The printhead automatically moves beyond the left margin setting to the end of the platen.

• Margin Release (M.R.) is not necessary in the Edit Ruler mode to bypass the current left and right margin setting.

• The printhead moves along the ruler line when you press the **SPACE BAR** or the **FWD→** key.

• The same keys used to set new margins, tabs and hot zone outlined on page 26 are also used when editing the ruler.

• It is not necessary to clear the current left and right margin, or hot zone before setting a new one. When the new left or right margin, or hot zone is set, the old setting will automatically clear.

• Unwanted Tabs are cleared from the ruler line by positioning the cursor on the tab (represented by the letter "T") and pressing **TAB CLR**.

The following keys are used to move to the desired position on the ruler line:

FWD→   Moves the cursor one character to the right

SPACE BAR   Moves the cursor one character to the right

BACKSPACE   Moves the cursor one character to the left

TAB   Moves the cursor to the next Tab position

EXPR   Moves the cursor to the beginning of the ruler

RELOC   Moves the cursor to the right margin

Editing Margins and Tabs
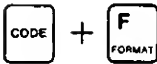
$\boxed{\text{CODE}} + \boxed{\text{F}_{\text{FORMAT}}}$ **1** Press **CODE + F**

Your display will prompt:

```
           RULER

     Edit Ruler
     Recall Ruler
     Store Ruler

     RETURN or ESC
```

$\boxed{\text{E}_{\text{EJECT}}}$ **2** Press **E** (for Edit Ruler)

Your display will prompt:

```
         EDIT RULER

     Current Ruler
       X     Ruler
     . Y     Ruler
       Z     Ruler

     RETURN or ESC
```

$\boxed{\text{X}} / \boxed{\text{Y}}$
or
$\boxed{\text{Z}} / \boxed{\text{C}_{\text{CHGWORD}}}$
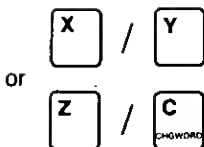
3 Press **X**, **Y**, **Z**, or **C** (for Current Ruler)

Your cursor will be positioned at 0 on the ruler line.

4 Make the desired changes

$\boxed{\text{RETURN}}$ **5** Press **RETURN** to enter
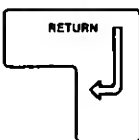
Using the Display in the Typewriter Mode

In typewriter mode, only one line of text is displayed when typing with the mode selector set on **DISP** or **JSTFY**. As you type, your text will appear on the third line of the screen. The cursor will indicate exactly where the next character you type will appear.

When typing out of memory, only the insert typing mode is available. Therefore, if you backspace and type in the middle of text, the characters will insert to the left of the cursor and move the existing text to the right. The **RELOC** key can be used to position the cursor at the end of the line. Below is a list of keys used to move the cursor when typing on display in the typewriter mode.

FWD→   Advances the cursor to the right

BACKSPACE   Moves the cursor to the left

RELOC   Advances the cursor to the end of the line

EXPR   Moves the cursor to the beginning of the line

The KX-E2500 will automatically return and print the line displayed when typing in **DISP** and **JSTFY** modes. The automatic return is triggered when a character is typed following a space in the hot zone. (The hot zone is the area between the bell and the right margin.)

The line displayed will also print when one of the following keys is pressed: **RETURN, TAB, DEC TAB, CENTER, PRINT, ¬IND, CODE + E, CODE + F, CODE + K,** or **CODE + P**.

Corrections

The KX-E2500 offers many ways to insure that your work is letter perfect. In addition to the display, which enables you to correct errors before they are printed, the KX-E2500 has a 1,000 character correction memory (approximately ½ a page) which makes correcting errors a simple task. There are even two methods of manual correction available to correct errors that are made outside of the correction memory.

In the typewriter mode, two dedicated keys are available to delete errors:

CORRECT   Deletes one character at a time to the left of the printhead. If the printhead is located at the left margin, the **CORRECT** key will move the printhead to the end of the previous line.

QUICK ERASE   Deletes one word at a time to the left of the cursor.

In the memory mode it is possible to delete an entire line by using **CODE + QUICK ERASE**.

Below is a list of keys used to make corrections.

SPACE BAR   Used to position the printer one space to the right of the incorrect character.

BACKSPACE   Used to position the printer one space to the right of the incorrect character. It also advances to the previous line in correction memory when pressed at the left margin.

REVERSE INDEX   Advances by ½ line outside the correction memory when pressed at the left margin.
(↑)

EXPR   Moves the printer to the beginning of the line without line spacing.

RELOC   Moves the printer to the last printed character on the page, or to the last manual return.

CODE + CORRECT   Enables the printer to advance beyond the correction memory.

CODE + PRINT   Enables you to retype errors into the correction memory without printing (adding more ink to the paper.)

Within the Correction Memory

The BACKSPACE key is used to advance to a previous line within your correction memory. If the INDEX (↓) or REVERSE INDEX (↑) keys are used to advance to a line within correction memory, you will not be able to relocate.

Correcting Errors on the Same Line
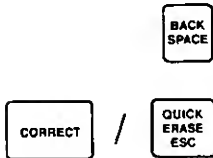
| BACK SPACE |
| **1** BACKSPACE to position the printer one space to the right of the character you wish to delete |

| CORRECT | / | QUICK ERASE ESC |
| **2** Press CORRECT to delete one character at a time |
| or |
| Press QUICK ERASE to delete one word at a time |

3 Type the correct character(s)

Exercise

5

Set the mode selector on NORM, and type the following sentence.
Be sure to include the errors, and do not RETURN at the end of the line.

```
The KX-E2500 has sohpisticated junctions but is easy to yse.
```

Using the steps outlined above, make the following corrections:

Change: "sohpisticated" to "sophisticated"
        "junctions" to "functions"
        "yse" to "use"

Correcting Errors on Previous Lines
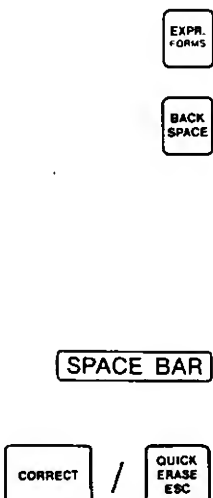
| EXPR. FORMS |
| **1** EXPR to the beginning of the current line |

| BACK SPACE |
| **2** Press BACKSPACE to position the printer on the line containing the error |

You may also position the printer on the desired line by pressing CODE + INDEX (↓) or CODE + REVERSE INDEX (↑).

| SPACE BAR |
| **3** SPACE to position the printer one character to the right of the error |

| CORRECT | / | QUICK ERASE ESC |
| **4** Press CORRECT to delete one character at a time |
| or |
| Press QUICK ERASE to delete one word at a time |

Out of the Correction Memory

When you reach the last line in the correction memory, the KX-E2500 will beep and you will be unable to use the **BACK SPACE** or **CODE + REVERSE INDEX** (↑) keys to advance to the previous line. Two methods of correction are available outside of the correction memory; the No Print method and Manual Correction.

Using the No Print Method

The No Print method enables you to retype errors into the correction memory without re-printing them. This feature is especially useful when correcting errors typed in proportional spacing (PS), or in the JSTFY mode.
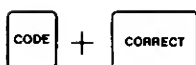
| CODE | + | CORRECT |

1 Press **CODE + CORRECT** to exit the correction memory

| ↑ PREVIOUS |

2 Press **REVERSE INDEX** (↑) to position the printer on the desired line
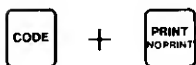
| CODE | + | PRINT NOPRINT |

3 Press the **CODE + PRINT** key

The message "NOPRINT" will appear.

4 If the text was typed in 10, 12, or 15 pitch:

Position the mode selector to **NORM**

| SPACE BAR |
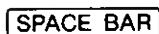
SPACE to position the printer on the error and retype the incorrect characters

● If the text was typed in **PS** pitch:

Retype from the beginning of the line to the error

● If the text was typed in **JSTFY** mode:

Retype the entire line until the printer automatically returns to the next line

| CORRECT |

Press **CORRECT** until all characters are deleted from the display and the printer advances to the end of previous line

| BACK SPACE |

BACKSPACE to position the printer to the right of the error

CORRECT / **QUICK ERASE ESC**

5 Press **CORRECT** to delete one character at a time

or

Press **QUICK ERASE** to delete one word at a time

The prompt "NOPRINT" will disappear.

6 Retype the correct character(s)

RELOC

7 Press **RELOC**

Making Manual Corrections

Manual Correction is ideal for correcting one or two errors outside of the correction memory.
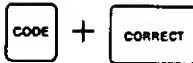
CODE + **CORRECT**

1 Press **CODE + CORRECT** to advance beyond the correction memory

The printer will automatically move to the left margin

REVERSE INDEX / PREVIOUS

2 Press **REVERSE INDEX** (↑) to position the printer on the line containing the error

SPACE BAR
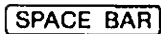
3 **SPACE** to position the printer directly over the error
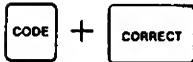
CODE + **CORRECT**

4 Press **CODE + CORRECT**

5 Retype the incorrect character

This will lift the character off the paper.

6 Type the correct character

7 Repeat the steps outlined above for each incorrect character on the same line

RELOC

8 Press **RELOC**

This repositions the printer at the last printed character or RETURN.

Exercise

Type the following exercise including the errors using the format "X" with the mode selector set on **NORM**. When finished, use the correction procedures you have just learned. Be sure to make the corrections within the correction memory first, and then make the corrections out of correction memory.

infant

cling

weigh

clawed

```
          Distantly related to the opossum, the Koala bear is only
          3/4 of an inch long at birth and weighs only 1/5 of an
          ounce.  Usually only one Koala is born at a time, with
          the mother bearing young only every other year.

          The infznt will remain in its mother's pouch until it
          is ready to emerge at six months of age.  It will then
          climg to its mother's back until it is a year old.

          When fully grown, it will stand about two feet high and      tall
          may wieth as much as 33 pounds.  At the age of four,
          the animal will have attained full sexual maturity and
          its life span may be as long as 20 years.

          When the Koala is ready to strike out on it's won, it        its own
          will find its own eucalyptus tree, whose leaves are almost
          its only food.  Only on rare occasions will it leave
          the tree, as when it seeks another tree to tkae up new       take
          residence.

          The Koala is suited for climbing, as all four of its
          sharp clawde feet are made for grasping.  During the day
          the Koala sleeps, usually curled up inconspicuously in
          the crotch of a tree, and feeds only at nightime.            nightime

          At one time, the Koala a native of Australia, was severely
          threatened with extinction.  Now the Australian governemth
          is taking drastic stesp to insure its survival.
```

steps   *government*

Correcting Errors on Display in the Typewriter Mode

As mentioned earlier, when the mode selector is set on **DISP** or **JSTFY**, the screen will allow you to view one line of text before it is printed on paper. Since most operators can sense when an error has been made, having the mode selector on **DISP** or **JSTFY** provides the opportunity to correct errors before they are printed.
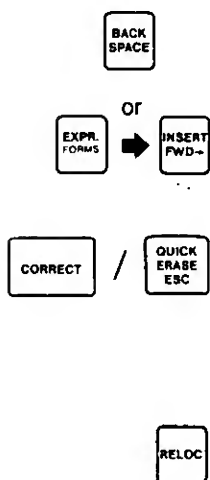
1 Press **BACKSPACE** to position the cursor one space to the right of the error

or

Press **EXPR** to advance to the beginning of the line and **FWD→** to position the cursor one space to the right of the error

2 Press **CORRECT** to delete one character at a time

or

Press **QUICK ERASE** to delete one word at a time

3 Type the correct character

4 Press **RELOC** and continue typing

Exercise

1 Set the mode selector to **DISP**
2 Recall margin format "X"
3 Type the following sentence including the errors. Do not press **RETURN** at the end of the line.
4 Make the necessary corrections as outlined above.

```
Errors are corrected before tehy pritn on paper.
```

6. AUTOMATED TYPING FEATURES

Caps Lock

The Caps Lock feature enables you to type capital letters and numbers at the same time without having to shift back and forth from upper to lower case The **LOCK** key's indicator light will flash when this feature is activated

To Activate Caps Lock:
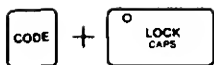
• Press **CODE + LOCK**

Every letter you type will be in CAPITAL LETTERS, when you use the number keys you will not get the traditional shift symbols, you will get the numbers

To Deactivate Caps Lock·
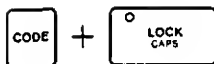
• Press **CODE + LOCK** again

The indicator light on the lock key will no longer flash

6

Bold Print

This feature instructs the printer to strike each character twice, this will "highlight" or emphasize certain words for you

When bold print is activated, the word BOLD will appear on the status line When typing on display, in addition to the status line prompt, the symbol **B** will appear indicating where bold print was turned off and on The text between these symbols will be printed in bold face

To Activate Bold Print:
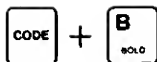
• Press **CODE + B** and type the word(s) to be highlighted

To Deactivate Bold Print:
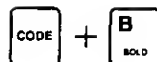
• Press **CODE + B** again

The KX-E2500 offers you three ways to underscore; Continuous, Word by Word, and Double.

The appropriate underscore symbol shown below will appear on the status line when underscore is activated.

XX XX   Continuous Underscore

XX XX   Word by Word Underscore

XX XX   Double Underscore

When typing on display, in addition to the status line prompt, the following underscore symbols "▓", "▓" or "▓" will appear indicating where underscore was turned off and on. The text between these symbols will be underscored.

Continuous Underscore

To Activate:

• Press **XXX**

Both the characters and spaces will be underscored.

To Deactivate:

• Press **XXX** again

Example

This is continuous underscore.

Word by Word Underscore

To Activate:

 $+$
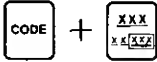
- Press **CODE + XXX**

Only words will be underscored.

To Deactivate:

 $+$
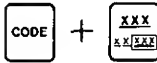
- Press **CODE + XXX** again

Example

This is word by word underscore.

Double Underscore

6

To Activate:

 $+$
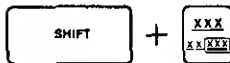
- Press **SHIFT + XXX**

Both characters and spaces will be underscored with a double line.

To Deactivate:

 $+$

- Press **SHIFT + XXX** again

Example

This is double underscore.

There are four ways to center information; between margins, over a point, between tab stops and aligned at the right margin.

The word CENTER will appear on the status line when centering in the typewriter mode. The symbol **C** will appear on the display when centering in the phrase or text memory mode.

Between Margins
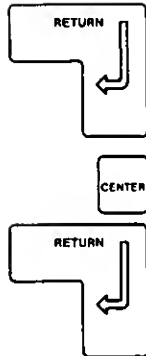
1 Press **RETURN** to position the printer at the left margin

2 Press **CENTER** and type the information

3 Press **RETURN** to print

Example

6

```
Lm                                                      Rm
x                                                        x


Center ════════════════⟩ (Your Name)
Center ═══════════════⟩ Panasonic
Center ══════════════⟩Electronic Typewriter
```
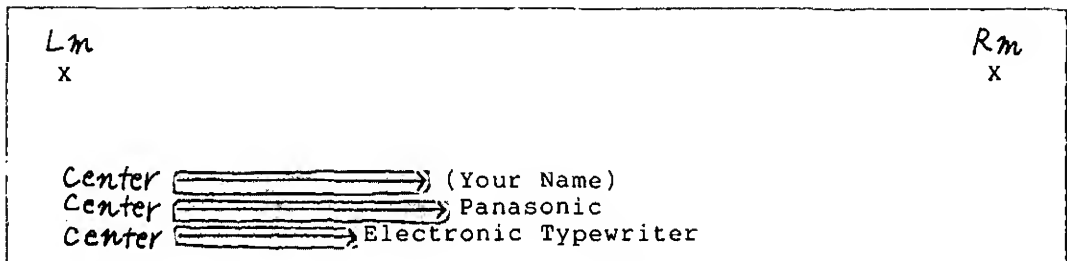
Over a Point
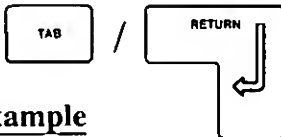
SPACE BAR

1 Press the **SPACE BAR** to move your printer to the desired position

2 Press **CENTER** and type the information

TAB / RETURN

3 Press **TAB** or **RETURN** to print

Example

```
Lm            T            T            T            Rm
x             x            x            x             x
                      Center
           SPACE_____(↓)
          ═══════════════⟩x

                      Panasonic
```
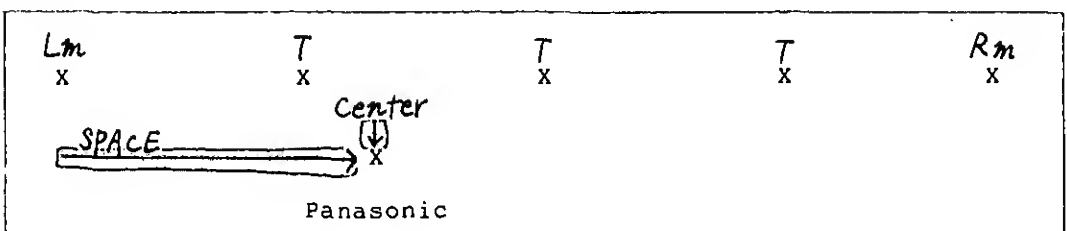
Between Tab Stops

1 Choose the tabs you would like to center between

2 **TAB** to the left stop position

3 Press **CENTER** and type the information

4 Press **RETURN** or **TAB** to print

Example

```
Lm          T           T           T           Rm
X           X           X           X           X

            Center  ₀
    TAB         Bold Print
                   Index
                Centering
                  RELOC
                Decimal Tab
```
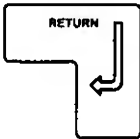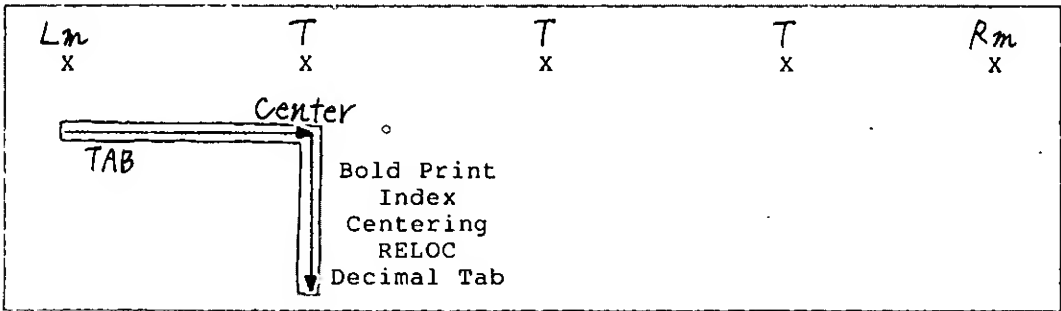
6

Aligned at the Right Margin

1 **TAB** to the right margin

2 Press **CENTER** and type the information to be aligned

3 Press **RETURN** to print

Example

```
Lm          T           T           T           Rm
X           X           X           X           X
 ─TAB──────> ─TAB──────> ─TAB──────> ─TAB──────>
                                            Center
                              (Your Name)
                                 Panasonic
                          Tow Panasonic Way
                          Secausus, NJ   07094
```
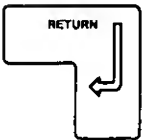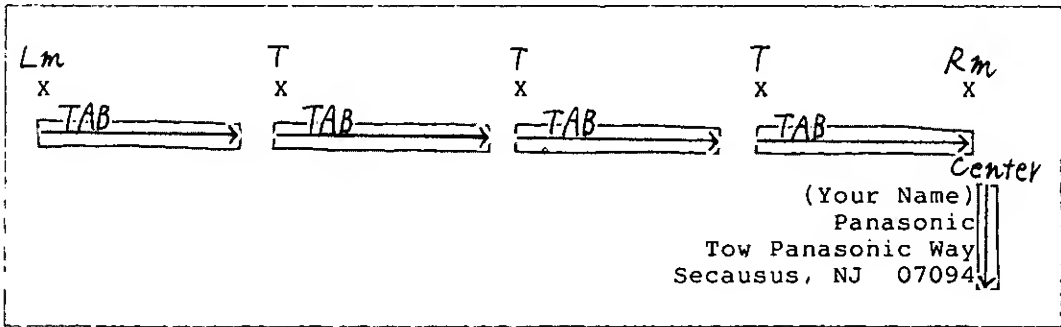
Indent

The KX-E2500 offers two forms of indent: Left Indent and Block Indent. Left Indent allows you to set a temporary left margin and eliminates the need to TAB before typing each indented line. Block Indent automatically indents the left and right margin evenly. When either INDENT is activated, the word INDENT will appear on the status line. When typing on display, an indent symbol " ⊫ " or " ⇄ " will appear on the ruler line to indicate where the indent was set. When typing in text memory, in addition to the symbols on the status and ruler line, an indent symbol will also appear at the beginning and at the end of the indented text.

The display symbol for each indent is shown below:

⊫ Left Indent

⇄ Block Indent

The indent feature is not available when typing in phrase memory.

Left Indent

Left Indent will provide indentation from the left side only.

Indenting the Left Side of the Text

| SPACE BAR | / | TAB |

1 **SPACE** or **TAB** to the desired point of indentation

┤IND
├IND┤

2 Press ┤**IND** to activate the command

3 Type the text

┤IND
├IND┤

4 Press ┤**IND** to deactivate the command

Left Indent Exercise

Type the follwing exercise using the format "X" and the mode selector set on **JSTFY**.

```
Lm              T             T             T          Rm
X               X             X             X          X


    Below  is  the  revised  company  policy  regarding  the  use  of
    limousine  services  for  business  travel.
                        Company  employees  may  use  Westerly  Limo
    Tab                 Service  and  have  the  charges  billed  directly
                        to  the  company.   If  a  different  limo  service
    Indent              is  used,  a  paid  receipt  must  accompany  your
                        expense  report.
                                              Indent
```

Block Indent

Block indent automatically indents the right margin in proportion to the left margin. This feature creates a uniform appearance and centers the text between margins.

The temporary margins set with block indent must be more than one inch apart.

6

Indenting Both Sides of the Text

SPACE BAR / TAB

1 **SPACE** or **TAB** to the desired point of indentation

CODE + ↓IND

2 Press **CODE** + ⊣ **IND** to activate the command

The same number of spaces indented from the left will automatically be indented from the right.

3 Type the text

CODE + ↓IND

4 Press **CODE** + ⊣ **IND** to deactivate the command

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Block Indent Exercise

Type the follwing exercise using the format "**X**" and the mode selector set on **JSTFY**.

```
Lm              T           T           T           Rm
X               X           X           X           X



   If  Westerly  Limo  Service  is  not  available  at  the  time  of
   your request, please contact the company's travel agency.
   ─Tab────────⟶  ⌐ Utopia  Travel  is  located  on
                     the  third  floor  of  the  north
   ┌─────────┐       administration building.  You
   │Code  +  │       may contact them on extension
   │Indent   │       1234.⟨══════Code  +  Indent⟩
   If  you  have  any  questions  concering  business  travel,  please
   let us know.
```

6

Decimal Tabulation

The **DEC TAB** key advances the printer to the next tab position. Alpha or numeric characters are aligned to the left of that tab position. A period (decimal point) or comma is aligned at the tab stop. Characters following the period or comma are positioned to the right of the tab position.

Because DEC TAB aligns all characters before a period or a comma to the left of the tab position, it is ideal for whole numbers or characters that require a flush right appearance. For statistical typing, DEC TAB simplifies the tedious task of manually aligning a column of numbers.

The word DECTAB will appear on the status line when used in the typewriter mode. The symbol "**D**" will appear on the display when typing in text memory. The DEC TAB feature is not available when typing in phrase memory.

For statistical typing in foreign countries, numbers are aligned at the comma position instead of the decimal point. If this is required, you may change the alignment character by accessing the default settings menu (see page 11).

Using Decimal Tabulation

1 Set tab stop

Remember, set the tab stop in the position you want the decimal point to appear.
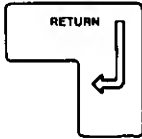
2 Press **RETURN**

This will bring the printer back to the Left Margin.

3 Press **DEC TAB**

4 Type the numbers, decimal point, or text to be aligned

The printer backtraces once for every character entered before the decimal point.

5 Press **DEC TAB** to advance to the next tab stop

6 Repeat steps 4 & 5 until you have completed all your entries
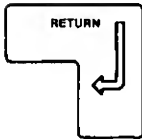
7 Press **RETURN**

Begin typing the second line of information.

6

Example

```
Lm              T            T            T          Rm
x               x            x            x          x

  DEC TAB        DEC TAB      DEC TAB
         123.46        347.91       156.98
          12.10         13.06        31.28
        1234.56       7654.23      4851.12
            .12           .24          .36
```

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Temporary Hyphen (Soft Hyphen)

A Temporary Hyphen enables you to hyphenate words that fall within the hot zone (between the bell and the right margin). A Temporary Hyphen triggers an Auto Return and should only be used in the **DISP** or **JSTFY** typing modes. Because the Temporary Hyphen enables you to fit more characters on a line, it gives the right margin a less ragged appearance.
The symbol "=" will appear on your display.

Inserting a Temporary Hyphen

1 Type until you hear the "beep" (bell) as you near the end of the line
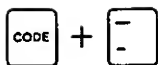
2 Press **CODE + HYPHEN** (-) at the desired hyphenation point

The printer will automatically return to the left margin.

Exercise

6

Type this exercise below using the "Y" ruler and the mode selector on **DISP**.

```
Soft hyphens are entered in the hot zone to pre-
vent long words from causing extremely ragged mar-     Code + Hyphen
gins on the right side of the page.  However, re-
member to use the CODE key before you depress the
hyphen key.  This tells the typewriter to return
at the next character typed.
```
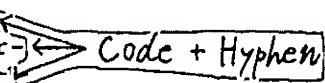
Permanent Space

Permanent Space enables you to type a space between two words within the hot zone, without triggering an auto return. This feature is ideal when typing proper names or dates which should appear on the same line.

Entering a Permanent Space

1 Type until you hear the "beep" (bell) as you near the end of the line

SHIFT + SPACE BAR

2 Press **SHIFT + SPACE BAR** between the two words that you want to appear on the same line
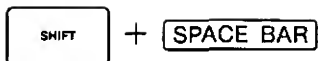
Exercise

Type the following text using the permanent space feature where indicated.

• Set the mode selector on **DISP** and use the "Y" ruler.

6

```
Permanent spaces prevent names or dates from being
separated.  In instances such as San Francisco, Ca.
.or New York, N.Y. or dates such as September 30, 1989
you may instruct the typewriter to never separate
these characters or numbers onto different typing
lines.
```

Shift + space

Shift + space

Micro Space

A micro space allows you to move the printhead ⅙th of a space in 10 pitch. The symbol "..." will appear when typing on display.

Entering a Micro Space

CODE + SPACE BAR

• Press **CODE + SPACE BAR**

Permanent Backspace

When typing in memory or in a display mode, a permanent back-space is required to instruct the system to print one character over another. Using left arrow or backspace alone when typing on display will only insert the character in front of the one you are trying to overlap.

Although is it possible to print one character over another in the typewriter (NORM) mode, use the Permanent Backspace feature to include both characters in the correction memory. This enables you to correct both characters automatically. For instance, if you type Ø without using the Permanent Backspace feature, you will only be able to correct the slash (/), not the zero (0).

Entering a Permanent Backspace

1 Type the first character
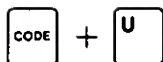
2 Press **CODE + U**

   If typing on display, a small arrow pointing to the left.(←) will appear.

3 Type the character you want to print over the first entry

Half Space

A half space is used for squeezing characters. The symbol ".." will appear when typing on display.

Entering a Half Space
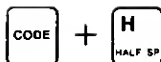
• Press **CODE + H**

Exercise

The following exercise incorporates the function key operations you have just learned and gives you the opportunity to use them in a standard letter.

To begin this exercise, recall margin format "**Y**" and set your MODE selector on **DISP**.

(Today's Date)

15 Hunts Lane
Weston, CT   06883

Right Align Centering

Mr. C. C. Charles
19 Treaty Road
Valley Forge, PA   08901

Dear Mr. Charles:

In response to your recent inquiry regarding our
new line of customized designer wall coverings,
I am enclosing the samples you had requested, for
your approval. Outlined below is the quantity
pricing for each of the patterns we discussed.

Center ————————⟶ DESIGNER LINE
Center + ———————⟶ Custom Wall Coverings
underscore
Center between tabs

Pattern	Retail	1-5	6-9	10 +

⟶ Recall Ruler Z

	(DEC TAB)	(DEC TAB)	(DEC TAB)	(DEC TAB)
Wheat	36.70	29.90	25.40	21.20
Willow	38.40	31.55	26.80	22.60
Tulip	44.60	37.80	34.50	30.90

Double underscore
DISCOUNT

	8.0%	7.5%	7.5%	8.0%

⟶ Recall Ruler Y

Tab + Indent

These prices are based upon the length
and width of one (1) standard roll. Each
of the patterns we discussed may be custom
colored to meet your personal requirements.

If you have any questions, please let me know.
I look forward to working with you and thank you
for considering our products.

Sincerely,

(Your Name)
Professional Home Designs

6

Memory works very much like your file cabinet; allowing you to store information in separate files and even in separate drawers.

The KX-E2500 gives you three separate storage areas or drawers. Two of these storage areas, **Phrase Memory** and **Text Memory**, are located in the internal memory of the typewriter.

Phrase Memory—Phrase Memory is designed to store frequently used addresses, short paragraphs, and text which will print as a header or footer. The information is stored in files numbered from 1 through 99.

Text Memory—Text Memory is used to store more lengthy documents, such as letters and reports. These files are stored by name.

Your typewriter comes standard with 25,000 characters (approx. 12 to 15 pages) of internal memory. The internal memory can be divided between phrase and text memory to meet your requirements. If desired, you can use all your internal memeoy to create one file. The choice is yours. When all the internal memory is used, the system will prompt, "MEMORY FULL!" You then have the ability to store your text files to disk and clear the internal memory for future use.

The third storage area is the Disk Drive. The standard 3½″ floppy disk drive, located on the left side of the typewriter and allows you to store 720,000 characters on each disk. This gives you virtually unlimited storage capabilities.

The following pages contain instructions on how to use both the memory, and the text editing features that make memory so useful.

7

Typing in Memory

When typing in phrase or text memory, the word INSERT will be displayed on the status line. Insert is the default setting when typing in memory.

Insert enables you to add characters at the cursor position by simply typing the additional characters or words. Your text will shift to the right as each character is entered, automatically reformatting the text to conform with the current margins.

The overtype mode is accessed by pressing the **INSERT** key. The word INSERT will no longer display on the status line. Overtype enables you to type over existing text and replace it with newly typed characters.

The arrow keys are used to move the cursor when typing in memory. While it is true that the **BACKSPACE** key will allow you to move one character to the left in both the typewriter and memory mode. The **FWD→** key becomes the **INSERT** key in memory mode. Below is a list of keys used to move the cursor when typing in memory:

Right Cursor (▷)	One character to the right
Left Cursor (◁)	One character to the left
Down Cursor (▽)	Down one line
Up Cursor (△)	Up one line
EXPR (Express)	Beginning of the text
RELOC (Relocate)	End of the text
CODE + Right Cursor (▷)	End of line
CODE + Left Cursor (◁)	Beginning of line
CODE + Down Cursor (▽)	Top of next screen
CODE + Up Cursor (△)	Top of previous screen
CODE + J	Jump to page
CODE + FWD→	Word by word to the right
CODE + BACKSPACE	Word by word to the left
CODE + Index (↓)	Advance to next text or phrase Next search word position Next stop position in forms
CODE + Reverse Index (↑)	Advance to previous text or phrase Move to previous search word position Previous stop position in Forms Layout

7

Correcting Errors in Memory

There are several ways to edit text typed in phrase or text memory as outlined below:

CORRECT   Deletes one character at a time to the left of the cursor. If the cursor is located at the left margin, the **CORRECT** key will position the cursor to the end of the previous line.

QUICK ERASE   Deletes one word at a time to the left of the cursor.

CODE + QUICK ERASE Deletes the entire line to the left of the cursor

You also have the ability to delete an entire block of information typed in phrase or text memory. This feature is explained on page 82.

7

Phrase Memory

The KX-E2500 will allow you to store up to 99 phrases. The length of each phrase is limited only by the available memory of your typewriter. Keep in mind however, that the phrase memory locations were designed to store small blocks of information such as names and dates, signature blocks, standard paragraphs, etc.

For example, if you were sending A&J Enterprises a multi-document package which included a cover letter, an invoice, a questionnaire, and an envelope; rather than typing their name and address on every document, you could type it once in Phrase Memory and simply print it on all of the documents.

Another example of Phrase Memory is the use of standard paragraphs. Many times you will begin or end a document with a standard paragraph. Rather than typing this paragraph each time it is required, you can store it in phrase memory and recall it when needed.

Phrase Memory is also used to store the text for headers and footers. The phrase number containing the header/footer is indicated on the print menu and automatically inserted into the document. You will learn more about headers and footers later in this manual.

Phrases are stored with no regard to margin formats. It is not possible to store margin formats in Phrase Memory. When a Phrase is recalled, it will conform to the current margin format. Below is a list of functions that can and cannot be performed in Phrase Memory.

Phrase Memory will accept:	Phrase Memory will not accept:
Center	Insert Code
Bold	Tab
Underscore	Dec Tab
Index	X, Y, Z Margin Format
Reverse Index	Indent
Soft Hyphen	Line Framing
Permanent Space	Dual–Column Typing
Permanent Backspace	Micro Indexing
	Auto Paper Eject

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Storing a Phrase

The phrase storage locations are accessed by pressing **CODE+Any number between 1 and 99**. If you are entering a two digit number (10 thru 99), you must hold down the **CODE** key while you enter both numbers. Enter a manual return at the end of a phrase to insure the last line of text will print.

1 Press **CODE + 1–99**

This will "open" the phrase.

2 Type the desired information

3 Press **CODE + 1–99**

This will "close" the phrase, the information is now stored in Phrase Memory.

Exercise

Store the following paragraph in **CODE + 1** using the Z Ruler with the MODE selector on **DISP**.

> Our collection includes such interesting models as: ↵
> ↵

Store the following paragraph in **CODE + 2**.

> The Bennett, possible the least expensive fully keyed typewriter ever produced, sold for $18.   It could fit into a pocket and was manufactured in 1907 as "The Junior". ↵
> ↵

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Store the following paragraph in **CODE + 3**.

```
The Blickersderfer Electric was introduced about
1902 and is the first known single-element.typewriter.
Though short-lived, this machine anticipated the
future of typewriters by nearly 60 years. ↵
↵
```

Store the following paragraph in **CODE + 8**.

```
The Lambert Typewriter, dating from 1896, was a novel
machine that had no keys.  The entire top assembly
pivoted upon the depression of a button, to swivel
the desired character over the top of the paper below.↵
↵
```

Store the following paragraph in **CODE + 12**.

```
The perfected Type Writer No. 2 appeared in 1887
and was a Remington Standard.  It was the first typewriter
to use a Shift Key for capital letters. ↵
↵
```

7

Store the following paragraph in **CODE + 99**.

```
(Today's Date)↵
↵
```

Editing a Phrase

$\boxed{\text{CODE}} + \left(\boxed{\substack{! \\ 1}} - \boxed{\substack{(\\ 9}} \boxed{\substack{(\\ 9}} \right)$

1 Press **CODE + 1–99** to recall the desired phrase

2 Position the cursor at the point of modification by using the cursor keys

3 Make your revisions

   You can use the following keys:

   CORRECT   to delete one character at a time
   QUICK ERASE   to delete one word at a time
   CODE+
     QUICK ERASE to delete to the beginning of the line
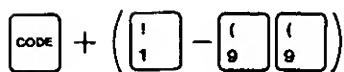
$\boxed{\text{CODE}} + \left(\boxed{\substack{! \\ 1}} - \boxed{\substack{(\\ 9}} \boxed{\substack{(\\ 9}} \right)$

4 Press **CODE + 1–99** to close the phrase

Printing a Phrase
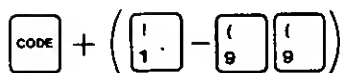
$\boxed{\text{CODE}} + \left(\boxed{\substack{! \\ 1}} - \boxed{\substack{(\\ 9}} \boxed{\substack{(\\ 9}} \right)$

1 Press **CODE + 1–99** to recall the desired phrase

   The screen will display the phrase.

$\boxed{\substack{\text{PRINT} \\ \text{NOPRINT}}}$

2 Press **PRINT**

   The phrase will print within the current margin format. You will no longer be in the phrase memory when the printing is complete.

Clearing a Phrase

CODE + (| 1 / 1 | – | (9 | (9 |)

1 Open a Phrase (Press **CODE + 1–99**)

The phrase will appear on your display screen.

EXPR.
FORMS

2 Press **EXPR**

This will move the cursor to the beginning of the phrase.

CORRECT

3 Press **CORRECT**

The display screen will prompt:

```
┌─────────────────────────────┐
│  CLEAR THIS PHRASE ?        │
├─────────────────────────────┤
│       Are You Sure ?        │
├─────────────────────────────┤
│    Yes        No            │
└─────────────────────────────┘
```

| Y | / | N RENAME |

4 Press **Y** (for Yes) to confirm the cancellation

or

Press **N** (for No) to exit

Listing Phrases

Panasonic gives you the ability to display or print a list of all the phrases you have stored. This list will indicate the phrase number, the first 20 characters on display/45 characters on printing of the phrase, the number of characters the phrase contains, and the amount of internal memory available. When printing a list, manual returns will appear as "/." Print attributes such as bold or underscore will be ignored in the phrase listing.

CODE + |) 0 |

1 Press **CODE + 0** (zero)

Your screen will prompt:

```
┌─────────────────────────────┐
│ │     PHRASE                │
│ ├───────────────────────────┤
│ │   Read                    │
│ │   Write                   │
│ │   List                    │
│ ├───────────────────────────┤
│ │ RETURN or ESC             │
└─────────────────────────────┘
```

7

2 Press **L** (for List)

Your screen will prompt:

```
┌─────────────────────┐
│       LIST          │
├─────────────────────┤
│  █Display█          │
│   Print             │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

3 Press **P** to print the list of phrases

or

Press **D** to display the list of phrases

Press **ESC** to clear the phrase list from the screen

Below is an example of a phrase directory:

```
┌────────────────────────────────────────────────────────────────────┐
│  List of Phrase            6 Files      1564  Characters Free       │
├────────────────────────────────────────────────────────────────────┤
│ ██01  Our collection inclu      53██    02   The Bennett, possibl  169│
│   03  The Blickersderfer E     197      08   The Lambert Typewrit  212│
│   12  The perfected Type W     149      99   (Today's Date)↵        16│
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
├────────────────────────────────────────────────────────────────────┤
│  ESC to exit                                                         │
└────────────────────────────────────────────────────────────────────┘
```

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Writing Phrases into Text Memory

The KX-E2500 gives you the ability to write all phrases 1–99 into text memory. All phrases are read at one time, using the Write selection under **CODE + 0**. Once the phrases are written to a text memory, the text memory containing the phrases can be stored to disk.

However, the text memory containing the phrases cannot be accessed. For this reason, the text name containing the phrases will not be displayed on the edit menu. The text file containing the phrases will be displayed on the list menu with an exclamation point (!) before the text name.
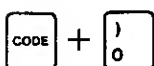
1 Press **CODE + 0**

Your screen will prompt:

```
┌─────────────────────┐
│       PHRASE        │
│ ┌─────────────────┐ │
│ │ Read            │ │
│   Write             │
│   List              │
│ ─────────────────── │
│   RETURN or ESC     │
└─────────────────────┘
```

2 Press **W** (for Write)

Your screen will prompt:

```
┌──────────────────────────────────────┐
│                WRITE                   │
├──────────────────────────────────────┤
│      Text Name        [!█        ]     │
├──────────────────────────────────────┤
│  RETURN/RELOC to Enter or ESC          │
└──────────────────────────────────────┘
```

Type a text name
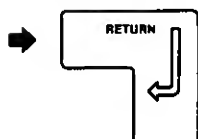
3 Type a new text name and press **RETURN**

The typewriter will "beep" once when the write is complete.

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Reading Phrases from Text Memory into Phrase Locations

The KX-E2500 also gives you the ability to read a text containing phrases back into their original phrase locations, or you can select the phrases to be read.
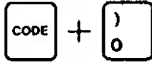
CODE + 0

1 Press **CODE + 0**

Your screen will prompt:

```
        PHRASE

     Read
     Write
     List

   RETURN or ESC
```

R
REF CODE

2 Press **R** (for Read)

Your screen will prompt:

```
                    READ

        Text Name      [!█         ]

  RETURN - Enter/List, RELOC - Enter All or ESC
```
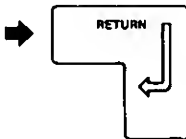
Type the text name

3 Type the text name and press **RETURN**

or

Press **RETURN** to display the directory
(Only text files containing phrases will be displayed.)

Highlight the text name desired and press **RETURN**

- If phrases are currently stored in the phrase memory, your screen will prompt:

```
        REPLACE

     All      Partial
```
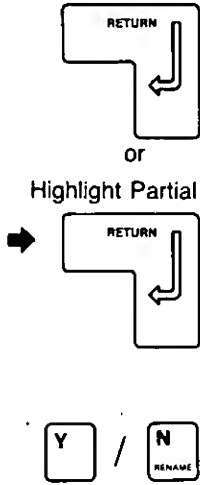
4 Press **RETURN** to select all

or

Highlight Partial and press **RETURN**

Your screen will prompt:

```
REPLACE PHRASE [XX] ?

   Are You Sure ?

   Yes        No
```

Press **Y** to replace the phrase number displayed

or

Press **N** to skip this phrase

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Phrase Link

Phrase Link enables you to quickly recall several phrases to print as one document. It is not necessary to wait for one phrase to finish printing before pressing the **PRINT** key to begin printing the second phrase.

If your MODE selector is on **NORM** or **DISP**, your phrases will print with a ragged right margin. If you set your MODE selector on **JSTFY**, your phrases will print with a justified right margin.

Linking Phrases
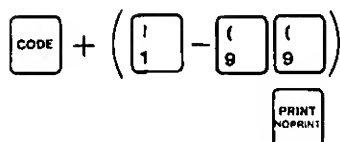
1 Insert a sheet of paper

2 Recall a Phrase (**CODE + 1–99**)

3 Press **PRINT**

4 Repeat steps 2 and 3 to recall each Phrase

Exercise

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1 Set your MODE selector on **JSTFY**
2 Recall margin format **Z**
3 Link phrase numbers 3, 12, 8, and 2

> The Blickersderfer Electric was introduced about 1902 and is the first known single-element typewriter. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.
>
> The perfected Type Writer No. 2 appeared in 1887 and was a Remington Standard. It was the first typewriter to use a Shift Key for capital letters.
>
> The Lambert Typewriter, dating from 1896, was a novel machine that had no keys. The entire top assembly pivoted upon the depression of a button, to swivel the desired character over the top of the paper below.
>
> The Bennett, possible the least expensive fully keyed typewriter ever produced, sold for $18. It could fit into a pocket and was manufactured in 1907 as "The Junior".

Addressing Envelopes with Phrases

Envelopes can be printed easily using names and addresses stored in Phrase Memory. Phrases conform to the current typewriter settings; therefore, there are two points to consider—the auto insertion point and the left margin or indent position.

1 Set the Insertion Point
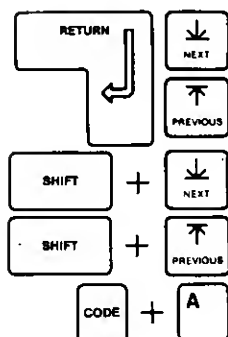
- Insert a blank envelope

- **RETURN, INDEX (↓), REVERSE INDEX (↑), SHIFT + INDEX (↓), or SHIFT + REVERSE INDEX (↑)** to reach the desired first line of print for the address

- Press **CODE + A**

2 Set an Indent

Rather than moving your left margin, you can set an indent. The indent will set a temporary left margin and ensure that each address prints at the same position on every envelope.
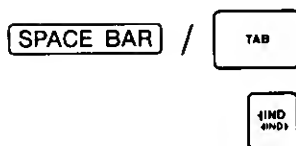
- **SPACE or TAB** until you reach the desired printing position

- Press ⊣**IND**

3 Print the Envelopes

- Auto Insert a blank envelope

- Press **CODE + 1–99** (whichever is applicable)

- Press **PRINT**
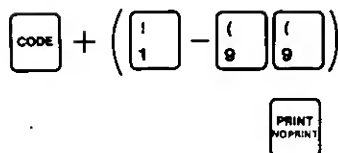
  Insert the next envelope and repeat the last two bulleted items outlined in step #3.

4 Press ⊣**IND** to deactivate the indent command after-all the envelopes have been addressed

Text Memory

Text memory is used to store lengthy documents. All the applications available on the KX-E2500 are designed for use with files stored in text memory. Text files are named by you and there is no limit to the number of files you can store in text memory. Your only limitation is the amount of internal memory available.

The KX-E2500 has simplified text handling. All text applications can be accessed with one key—the MAIN MENU key. Below is an overview of the Main Menu.

Main Menu Overview

```
┌─────────────────────┐
│     MAIN MENU       │
├─────────────────────┤
│ ▌Create             │
│  Edit               │
│  List               │
│  Print              │
│  Disk               │
│  More               │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```
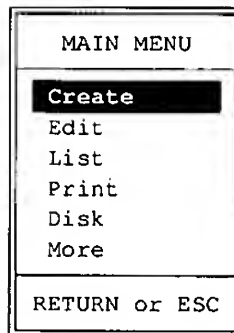
- **Create** is used when you are creating the initial text

- **Edit** is used when:

    Recalling a text for modification
    Recalling a text to print
    Deleting a text from memory
    Renaming texts
    Scrolling through text memory

- **List** is used to display or print a list of texts that are stored in the internal memory.

- **Print** is used to command the typewriter to print a text that is stored in internal memory.

- **Disk** is used to access the disk drive

- **More** is used when:

    Deleting text from the internal memory
    Renaming a text

Create

Create is used to store documents into text memory. The documents in text memory are stored by file name. The file name can be any name you choose, as long as it does not exceed ten (10) characters.

The current margin and tab settings as well as the "X", "Y", and "Z" rulers are recorded with each text you create. The KX-E2500 enables you to set your margins and tabs before accessing text memory or you can edit your margin formats while creating your document.

Creating a Text

1 Press **MAIN MENU**

Your screen will prompt:

```
        MAIN MENU

     ┌─────────────┐
     │   Create    │
     └─────────────┘
        Edit
        List
        Print
        Disk
        More

     RETURN or ESC
```

2 Press **C** (for Create)

Your screen will prompt:

```
              CREATE

    Text Name        [█           ]

    RETURN/RELOC to Enter or ESC
```

3 Type a text name (maximum 10 characters)
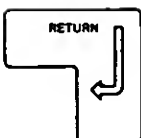
4 Press **RETURN**

When **RETURN** is entered, the prompt on your screen will disappear. The cursor will appear in the upper left corner of the screen, and the typewriter will beep once to confirm that you are now in text memory.

5 Type your document

When you have completed the document,

6 Press **MAIN MENU**

This will close the file.

Edit

Edit is used to recall a document stored in the text memory. The real benefits of text memory are found in the text editing features. These are the features that will simplify your typing projects and give your work a polished look.

As you become familiar with the KX-E2500, you will find that the edit mode gives you a great deal of flexibility; and, in many cases you will find that there is more than one way to perform a single task. No one way is right or wrong, it is simply a matter of comfort.

Recalling a Text for Modification

There are two ways for you to recall a text for modification, the first way is to simply recall the text by name. The second way is to display a list of all the files stored in memory and choose your file from the directory.

MAIN MENU

1 Press **MAIN MENU**

Your screen will prompt:

```
┌─────────────────────┐
│    MAIN MENU         │
├─────────────────────┤
│  Create             │
│  Edit               │
│  List               │
│  Print              │
│  Disk               │
│  More               │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

E EJECT

2 Press **E** (for Edit)

Your screen will prompt:

```
┌──────────────────────────────────────────────────┐
│                    EDIT                            │
├──────────────────────────────────────────────────┤
│        Text Name          [█         ]            │
├──────────────────────────────────────────────────┤
│  RETURN - Enter/List, RELOC - Enter All or ESC    │
└──────────────────────────────────────────────────┘
```

Type the text name
or
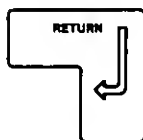
RETURN

3 Type the text name or press **RETURN** to display the directory

If you bring up the directory, cursor to highlight the desired text.

71
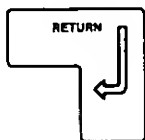
4 Press **RETURN** ,

The text will now be displayed on your screen

Recalling a Ruler in Text Memory

In text memory you have the ability to recall margin and tab formats (ruler) "X", "Y", and "Z " CODE+F must be pressed at the left margin to recall a ruler in memory If you attempt to recall a ruler when the cursor is not positioned at the left margin, the KX-E2500 will beep three times and display the message "CANNOT SET HERE "

1 Position the cursor at the left margin

2 Press **CODE + F**

Your display will prompt

```
        RULER

    Edit Ruler
    Recall Ruler
    Line Spacing

  RETURN or ESC
```

3 Press the letter **R** (for Recall Ruler)

Your display will prompt

```
   RECALL RULER

    X     Ruler
    Y     Ruler
    Z     Ruler

  RETURN or ESC
```

4 Press the letter **X, Y,** or **Z**

The margin setting on the ruler line will change, and the ruler letter selected will appear at the left margin with a line over it

Editing a Ruler in Text Memory

When a ruler is edited in memory, all text typed under that ruler is automatically reformatted to the new settings. It is not possible to store a new ruler setting while in memory.

The Edit Ruler procedure is the same in typewriter or memory mode. Therefore, the **FWD→** key is used to move the printhead to the right and the **BACKSPACE** key is used to move the printhead to the left. Remember, it is not necessary to clear the current left and right margin or hot zone before setting new ones. The new settings will automatically clear the old settings. However, unwanted tabs must be cleared by positioning the cursor on the unwanted tab (represented by the letter "T") and pressing **TAB CLR**.
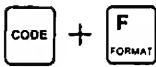
1 Press **CODE + F**

Your display will prompt:

```
            RULER

    Edit Ruler
    Recall Ruler
    Line Spacing

  RETURN or ESC
```

2 Press **E** (for Edit Ruler)

Your display will prompt:

```
          EDIT RULER

    Current Ruler
       X    Ruler
       Y    Ruler
       Z    Ruler

  RETURN or ESC
```
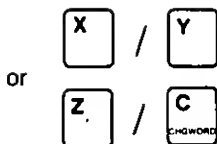
3 Press **X**, **Y**, **Z**, or **C** (for Current Ruler)

If you choose Current Ruler, your cursor will be positioned at 0 on the ruler line.

• Make the desired changes

4 Press **RETURN** to enter

Text typed after the ruler change will automatically reformat.

73
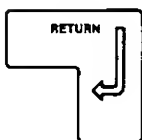
Changing Line Spacing within a Text

The line spacing selector on the keyboard controls the line spacing of your text during print out. Your text will always conform to the keyboard setting unless you have a line spacing command set within the document.

Let's assume that you are creating a text in memory and your line space selector is set on single spacing. Your project requires one paragraph to be double spaced. Before typing that particular paragraph, use the line space command to change the setting to double space. This tells the system to override the selector setting on the keyboard. When you have finished typing the paragraph, insert another line space command to change the spacing back to single space.

The line spacing command must be entered when the cursor is positioned at the left margin. If you attempt to change the line spacing when the cursor is not positioned at the left margin, the KX-E2500 will beep three times and display the message "CANNOT SET HERE." Also, if a margin format is recalled or dual column typing is entered, the line spacing must be changed after these commands. You may also insert a line spacing command at the beginning of the text to insure it always prints in the desired spacing.

The screen only displays text in single spacing. Therefore, a line spacing command will not change the appearance of the text on your display. However, when you print the document, the selected line spacing will be honored.
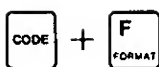
CODE + F

1 Press **CODE + F**

Your screen will prompt:

```
        RULER

    Edit Ruler
    Recall Ruler
    Line Spacing

RETURN or ESC
```

L

2 Press **L** (for Line Spacing)

Your screen will prompt:

```
        LINE SPACING

    1      1.5      2      3

RETURN/RELOC to Enter or ESC
```

3 Highlight the desired line spacing
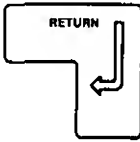
4 Press **RETURN**

The change will be stored in the text and the line spacing symbol ($\bar{1}$, $\bar{15}$, $\bar{2}$, $\bar{3}$) will be displayed.

Hyphenation Scan

A hyphenation scan insures the proper appearance of your text. It locates each word that can be hyphenated. You must decide the proper hyphenation position and insert a soft hyphen (**CODE + −**). The characters to the left of the cursor as well as the soft hyphen will automatically move to the end of the previous line when scanning in the JSTFY mode.

A soft hyphen will only print if it falls within the hot zone (between the bell and the right margin). Therefore, if the text is modified and the soft hyphen no longer falls within the hot zone, the hyphenated word will print without the hyphen.

Scanning Text for Hyphenation Requests

1 Recall a text
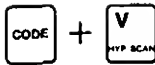
2 Press **CODE + V**

The cursor will advance to the first word.

If the word cannot be hyphenated (e.g., proper name), skip the word by pressing **CODE + V** to advance to the next hyphen request.

3 Backspace to position the cursor one character to the right of the desired hyphen position
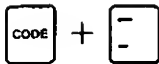
4 Press **CODE + HYPHEN** (−)

A soft hyphen (=) will appear on your screen.
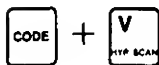
5 Press **CODE + V** to locate the next hyphenation request

Jumping to a Page

The Jump Page command enables you to quickly advance to the top of a specific page. This feature is extremely useful when working with multi-page documents.
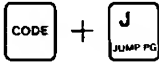
1 Press **CODE + J** (jump)

Your screen will prompt:

JUMP TO PAGE
Jump to Page Number [ ]
RETURN/RELOC to Enter or ESC

2 Type the page number you want to jump to

3 Press **RETURN**

Your cursor will be positioned at the top of that page.
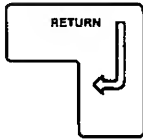
Search

Direct Search enables you to quickly locate each occurrence of a word or string of characters without scrolling through your text.

The KX-E2500 will find all occurrences of the word or character string. It ignores print attributes such as bold or underscore and also ignores upper and lower case. Because it finds every occurrence of the character string, when searching for small words such as "the", enter a space before and after the word on the search menu so that only whole words are located. If a space is not entered, in this instance, it will also stop at words such as "theatre"and "them." If searching for long words with a unique character string, it really isn't necessary to type the entire word. For instance, if searching for a proper name such as "Cimilluca," in the search string it is fairly safe to say that if "Cimi" is entered on the search menu, the cursor will advance directly to the name "Cimilluca." If you are searching for a misspelled word, be sure to spell it incorrectly when entering the search string. In addition, the KX-E2500 also enables you to search for a manual return by entering **CODE + RETURN** in the search menu. If you enter two manual returns on the search menu you will be able to search paragraph by paragraph through your text.

When a search command is activated, the typewriter will search from the cursor position to the end of the text. For this reason, it is always best to search from the beginning of your document. The cursor positions itself to the immediate right of the word or character string entered. You can easily edit or delete the word **(QUICK ERASE)** and continue the search by pressing **CODE + INDEX** (↓). You also have the ability to search to a previous occurrence by pressing **CODE + REVERSE INDEX** (↑).

7

Activating a Search

CODE + **S** (SEARCH)

1 Recall a text from memory
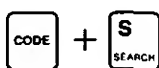
2 Press **CODE + S** (Search)

Your screen will prompt:

```
┌─────────────────────────────────────────────────────┐
│                   SEARCH STRING                       │
├─────────────────────────────────────────────────────┤
│ Search String   [█                                 ] │
├─────────────────────────────────────────────────────┤
│ RETURN/RELOC to Enter or ESC                          │
│ Once the search string is located, press              │
│ - CODE + INDEX (↓) for next location                  │
│ - CODE + REVERSE INDEX (↑) for previous location      │
└─────────────────────────────────────────────────────┘
```

3 Type the word or string of characters you are looking for (maximum 30 characters)
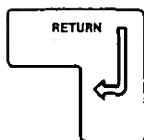
RETURN

4 Press **RETURN**

Your cursor will move to the right of the first occurrence of the word or string of characters.

If the search string you are looking for is not located, your screen will prompt:

```
┌─────────────────────────────────────────────────────┐
│                   NOT LOCATED!                        │
└─────────────────────────────────────────────────────┘
```

CODE + **NEXT**
or
CODE + **PREVIOUS**
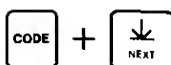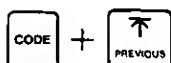
5 Press **CODE + INDEX** (↓) to advance to the next occurrence

or

Press **CODE + REVERSE INDEX** (↑) to advance to the previous occurrence

7

Global Search and Replace

Global Search and Replace is used when you have a name, date, or other word located throughout your document several times and you want it changed at all occurrences.

For example, you have a standard letter which you sent to Ms. Diana Presepe stored in text memory. You want to take that same letter and send it to Mr. Gary Karpinski; however, Diana's name is mentioned several times throughout the letter. Rather than scrolling through the document and deleting the name Diana every time it appears and inserting the name Gary, you could perform a global search and replace which would automatically exchange the name Diana with the name Gary.

Activating a Global Search and Replace

1 Recall your text
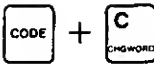
$\boxed{\text{CODE}}$ + $\boxed{\text{C}\atop\text{CHGWORD}}$ **2** Press **CODE + C** (Change word)

Your screen will prompt:

```
                        REPLACE STRING

   Search String    [█                        ]
   Replace String   [                         ]
   Global                    Yes        No

   RETURN to Enter, RELOC to Enter All or ESC
```

3 Type the word or words you want to replace (maximum 30 characters)
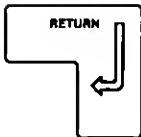
4 Press **RETURN**

5 Type the new word

6 Press **RETURN**

The default setting "No" will be highlighted.

7 Press **LEFT ARROW** (◁) to highlight "Yes"

7

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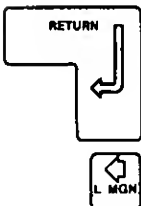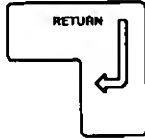
8 Press **RETURN**

The message "MACHINE IS BUSY" will be displayed. When the exchange is complete, the cursor will be positioned to the right of the last exchange.

Selective Search and Replace

There may be instances when you won't want to replace a word globally. With the search and replace feature, you can choose the positions you would like the new information to be exchanged and skip the other occurrences.

Activating a Selective Search and Replace

1 Follow steps 1 through 6 under "Activating a Global Search and Replace"

2 Press **RELOC** to confirm the "No" selection and advance to the first occurrence

Your screen will prompt:

```
Replace, Skip, Quit ?
```

- Press **R** to replace that occurrence

  The system will automatically advance to the next occurrence.

  or

- Press **S** to skip that occurrence

  The system will automatically advance to the next occurrence.

  or

- Press **Q** to quit the operation

  The system will "beep" once when it has completed the selective search and replace operation.

Block Move, Copy, Delete, and Print

The KX-E2500 gives you the ability to move, copy, delete or print portions of a text simply and automatically. To do this, you must first mark the area of information at the starting point and at the ending point. Once you have done this, you must indicate to the typewriter what you want to do with this information. Let's begin by learning how to mark a block of information.

Marking a Block of Text

1 Recall your text

2 Search or Scroll to position your cursor on the first character to be marked

If you are marking indented text, place your cursor at the beginning of the line.
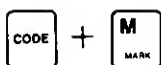
$\boxed{\text{CODE}} + \boxed{\text{M MARK}}$ **3** Press **CODE + M**

A mark symbol **M** will appear on the screen and the text will be highlighted from the mark symbol to the end of the document.

4 Search or Scroll to position your cursor on the last character to be marked

If trying to mark an entire paragraph, position the cursor to the right of both manual returns at the end of the paragraph.
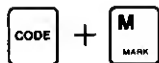
$\boxed{\text{CODE}} + \boxed{\text{M MARK}}$ **5** Press **CODE + M** a second time

A second mark symbol **M** will appear on the screen. The highlighting will now end at the second mark symbol.

Your text should look like this:

```
⊡Panasonic Communications & Systems Company   is   pleased   to
extend  our  invitation  for  a  private  showing  of  our   Antique
Typewriter  Collection  and  our  presentation  of   the   History
of Typewriters.⊡
```

```
You may not know that Panasonic  Communications  &   Systems
Company maintains an Antique Typewriter Collection  in   its
Executive Offices in New Jersey.  We would like  to   invite
the members of  your   secretarial  institute  to  see   this
collection and  learn   more  about  the  evolution  to   the
typewriter.
```

7

Now that you have told the typewriter which block of information you want to work with, you must tell it what you would like to do with this information. Do you want to move, copy, delete or print it?

Deleting a Block of Text

1 Mark the text to be deleted
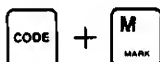
CODE + M

2 Press **CODE + M** for a third time

Your screen will prompt:

```
MARKED TEXT

Move
Copy
Delete
Print

RETURN or ESC
```

D
DEFAULT

3 Press **D** (for Delete)

The marked text will be deleted.

Moving a Block of Text

1 Mark the text to be moved

2 Move the cursor to the location you would like to move the text to

CODE + M

3 Press **CODE + M** for a third time

Your screen will prompt:

```
MARKED TEXT

Move
Copy
Delete
Print

RETURN or ESC
```

M
MARK
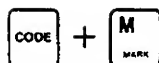
4 Press **M** (for Move)

The text will move to the new location and will no longer be highlighted.

Copying a Block of Text

1 Mark the text to be copied

2 Move the cursor to the location you want the text copied to
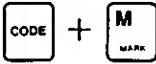
[CODE] + [M MARK]

3 Press **CODE + M** for a third time

Your screen will prompt:

```
MARKED TEXT

Move
Copy
Delete
Print

RETURN or ESC
```

[C CHGWORD]

4 Press **C** (for Copy)

The text will appear in both the original and new location and will no longer be highlighted.

Printing a Block of Text

1 Mark the text to be printed

[CODE] + [M MARK]

2 Press **CODE + M** for a third time
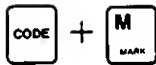
Your screen will prompt:

```
MARKED TEXT

Move
Copy
Delete
Print

RETURN or ESC
```

3 Auto insert a sheet of paper

[P PAGE END]

4 Press **P** (for Print)

The screen will clear and display the message "PRINTING." When the printing is complete, the document will be displayed and the block of text will no longer be highlighted.

Removing Marks from a Block of Text

CORRECT

1 Position the cursor to the right of the first mark symbol and press **CORRECT**

CORRECT

2 Position the cursor to the right of the second mark symbol and press **CORRECT**

NOTE: It is very important to delete both mark symbols. If one mark symbol is left in the document, all text from that mark symbol to the end of the document will be highlighted.

7

Print

There are several way to print a document with the KX-E2500. You can print from within a text file or phrase location. You can also choose to print only a portion of the text file as outlined on page 85. The KX-E2500 also gives you a Print selection on the Main Menu. In addition, the KX-E2500 also gives you the ability to print a document stored on the disk. Refer to page 213 for instructions.

The KX-E2500 enables you to define the number of printed lines per page and assign page numbering or a header and/or footer to print with your document. The following pages will explain all the print features available to you.

Page End

A page end command enables you to tell the typewriter how many lines you want per page. The Page End command can be set while in typewriter or memory mode. You can change the setting or turn it off and on at your convenience.

The page end setting is stored with the information typed in text memory. As you type in memory, a dashed line will appear on the screen indicating where the page will end. During print out, the prompt "PAGE END !!" will appear on the screen. The printing will also stop allowing you to insert another sheet of paper and continue printing.

7

Activating Page End

1 Automatically insert a sheet of paper
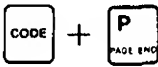
CODE + P

2 Press **CODE + P** (Page End)

Your screen will prompt:

```
                    PAGE END

        Page End        ON    OFF
        Number of Print Line    [54]

   RETURN to Enter, RELOC to Enter All or ESC
```
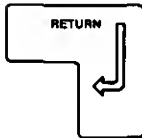
RETURN

3 Press **RETURN**

The cursor will appear to the right of the "Number of Print Line."

CORRECT

4 Press **CORRECT** twice to erase the current page end setting

5 Type the desired number of lines (maximum 99)
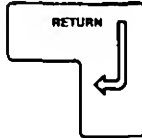
RETURN

6 Press **RETURN**

Deactivating Page End
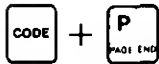
CODE + P

1 Press **CODE + P**

Your screen will prompt:

```
                    PAGE END

        Page End        ON    OFF
        Number of Print Line    [54]

   RETURN to Enter, RELOC to Enter All or ESC
```

2 Highlight **OFF**

RELOC

3 Press **RELOC** to enter

The page end command is deactivated.

Printing with a Page End Command Activated

Typewriter Mode

When you reach the last line of a page end setting, the keyboard will lock and the screen will prompt:

```
PAGE END !!
```

To Continue Typing on a New Page:
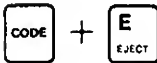
1 Press **CODE + E** to automatically eject the paper

2 Automatically insert a new sheet of paper

3 Continue typing

To Continue Typing on the Same Page:

- Press the **CORRECT** key before typing each additional line

<center>or</center>

- Turn the Page End setting off

Text Memory Mode

When the last line of a page end setting is printed, the keyboard will lock and the screen will prompt:

```
PAGE END !!
```

To Continue Printing on a New Page:
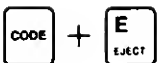
1 Press **CODE + E** to automatically eject the paper

2 Automatically insert a new sheet of paper

3 Press the **PRINT** key to continue

To Print Additional Lines on the Same Page:

- Press the **CORRECT** key to print each additional line

Printing from Within a Text or Phrase

The KX-E2500 gives you the ability to print the document you are working on while it is displayed on screen. You can print from any point within a text or phrase memory. The KX-E2500 will print from the current cursor position to the end of the text. The document is not displayed on the screen when printing. However, when the printing is complete, the document will reappear and the cursor will be positioned at the beginning of the document.

1 Access a phrase or text memory

2 Press **EXPR** to position the cursor at the beginning of the memory

<center>or</center>

Position the cursor at the point you would like printing to begin

3 Press **PRINT**

Halt Print

The print key enables you to print a text or phrase from within a document. It is also used to pause or quit printing. It can actually be referred to as the "start and stop" print button.

You can pause printing when an important phone call is received and resume printing at a more convenient time or you can quit printing when an incorrect phrase or text memory is recalled. When you quit printing, the phrase or text you were printing will appear on the screen and you will be in the edit mode.

Halting a Print Command

1 Press **PRINT** to Halt the printing

Printing will stop and your screen will prompt:

```
┌─────────────────────────────┐
│       HALT PRINTING         │
├─────────────────────────────┤
│    ██Resume██    Quit       │
└─────────────────────────────┘
```

2 Press **R** to Resume Printing
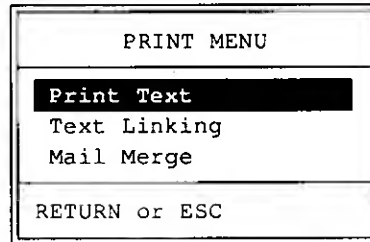
<center>or</center>

Press **Q** to Quit Printing

Printing from the Main Menu

The KX-E2500 gives you the ability to print a document directly from the main menu. This will save you time, as you do not have to recall the document from memory before giving the print command.

Below is an example of the print menu:

```
          PRINT MENU

  Print Text
  Text Linking
  Mail Merge

RETURN or ESC
```

Print Text   Enables you select the document you would like to print. You also have the ability to print multiple copies, select a header or footer to print with your text, and automatically page number.

Text Linking   Enables you to print several documents as one. The features listed under print (e.g., page numbering) are also available under Text Linking

Mail Merge   Enables you to personalize correspondence by merging variable information from a mail list into a standard letter.

7

Printing a Text from the Main Menu

1 Auto Insert a sheet of paper

2 Press the **MAIN MENU** key

3 Press **P** (for Print)

Your screen will prompt:

```
        PRINT MENU

    Print Text
    Text Linking
    Mail Merge

    RETURN or ESC
```
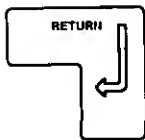
4 Press **RETURN** to select Print Text

Your screen will prompt:

```
                PRINT TEXT

    Text Name              [█        ]
    Copies Required             [ 1]
    Printed Lines Per Page      [  ] lines
    Form Feed                   [  ] lines
    Header Phrase No.           [  ]
    Footer Phrase No.           [  ]
    Starting Page Number .   [    ]
    Page No. Position   Top Right  Bottom Center

    RETURN - Enter/List, RELOC - Enter All or ESC
```

5 Type the text name to be printed and press **RETURN**

Type the text name

or

Press **RETURN** to display the directory
Cursor to the desired text name and press **RETURN**

The text name will be automatically inserted into the Background Print Menu.
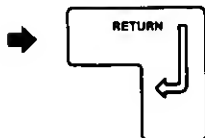
6 Press **RELOC** to skip the other print selections and begin printing

Printing Multiple Copies of the Same Text

1 Repeat steps 1–5 under "Printing a Text from the Main Menu"

The cursor will be positioned to the right of Copies Required

2 Press **CORRECT** to delete the number 1

3 Enter the number of copies required

4 Press **RELOC** to begin printing

7

Headers/Footers

A HEADER is a line or more of information that prints three lines above the insertion point or first line of print. Therefore, if your header contains more than three lines of text or you require additional blank lines between the header and the beginning of text, enter manual returns at the beginning of your text.

A FOOTER is a line or more of information that prints three lines below the printed lines per page setting or page end. If you require additional blank lines between the footer and the last print line, enter manual returns before typing the footer information.

In order for a Header or Footer to print within a document, they must first be stored in separate phrase locations. The phrase number containing the header or footer is then indicated on the print menu.

Storing a Header/Footer

1 Open a phrase location (**CODE + 1–99**)

2 Type the header and footer information in separate phrase locations

3 Close the phrase (**CODE + 1–99**)

Printing Text with a Header/Footer

1 Repeat steps 1–5 under "Printing a Text from the Main Menu"

2 Press **RETURN** to position the cursor on the Header line

3 Type the phrase number containing the header text

4 Press **RETURN** to position the cursor on the Footer line

5 Type the phrase number containing the footer text

6 Press **RELOC** to begin printing
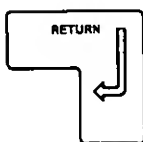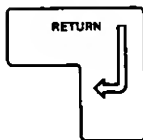
Page Numbering

The KX-E2500 enables you to begin page numbering with any number you choose. You also have the ability to skip the first page and begin numbering with 1 on the second page. This application is ideal when you have a title page or table of contents as the first page. In addition, you can instruct the system to print the page number at the top right or bottom center of each page. Page numbering at the bottom of the page prints three lines below the last print line. This is the same position that a footer is programmed to print. Therefore, when printing a footer in conjunction with page numbering, select the top right position for page numbering to avoid overprinting.

The page numbers are not displayed on the screen. Page numbering is activated when printing from the Main Menu only by entering a number from 0 to 9999 on the Page Number line. If no number is entered, page numbering will not be activated.

When you select Bottom Center for the page number location, it will print with a dash on either side of the number (example: – 10 –). The page number will print without dashes when Top Right is selected as the print location.

Printing a Text with Page Numbers

1 Repeat steps 1–5 under "Printing a Text from the Main Menu"

2 **DOWN ARROW** (▽) to the Page Number line

3 Type the number to begin the numbering sequence

● To begin numbering the first page with 1—Enter 1
  To begin numbering the first page with 6—Enter 6, etc.

● To skip the first page and begin numbering with 1 on the second page—Enter 0

Text Linking

Earlier, you learned how to append multiple documents. Text Linking is similar in concept except that the linked texts are not stored as a document in memory. They are linked for printout only, and will print as one text. This feature allows you to enter the names of each text and will print them in the order they were entered. A maximum of 8 texts may be linked at one time.

Linking Texts

1 Auto insert a sheet of paper

2 Press **MAIN MENU**

3 Press **P** (for Print)

Your screen will prompt:

```
┌─────────────────────────┐
│      PRINT MENU         │
├─────────────────────────┤
│  Print Text             │
│  Text Linking           │
│  Mail Merge             │
├─────────────────────────┤
│  RETURN or ESC          │
└─────────────────────────┘
```

T
RESET

4 Type **T** (for Text Linking)

Your screen will prompt:

```
                        TEXT LINKING

       Text Name              [█        ]
       Text Name              [         ]
       Text Name              [         ]
       Text Name              [         ]
       Text Name              [         ]
       Text Name              [    .    ]
       Text Name              [         ]
       Text Name              [         ]  `
       Copies Required            [ 1]
       Printed Lines Per Page     [54] lines
       Form Feed               [   ] lines
       Header Phrase No.          [   ]
       Footer Phrase No.          [   ]
       Starting Page Number    [     ]
       Page No. Position  Top Right  Bottom Center
       Width              .       [   ]

  RETURN - Enter/List, RELOC - Enter All or ESC
```
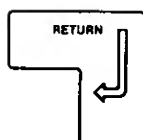
RETURN

5 Press **RETURN** with the cursor at the top on the first Text Name line to display the directory

The directory can not be displayed by pressing **RETURN** at any other Text Name line.
The directory will display as shown below:

7

```
   List of Memory              20 Files        1234   Characters Free

 _   BILLING     4536    _   DATE        350    _   EXECUTOR    300
 _   EXPENSES    2345    _   FAMILY      400    _   FRAME       345
 _   INTENT       500    _   INVITATION  570    _   IMPROVE     287
 _   LATE ACCTS  1090    _   LEGAL      7777    _   LETTER     1000
 _   OVERDUE      543    _   PANASONIC  6666    _   PERMIT     7000
 _   PROPERTY    5678    _   RISK        287    _   SHARES      287
 _   TEXT1        333    _   TRAVEL      290    .



 To Select:  Press Spacebar,  RETURN to execute, ESC to exit
```

6 Highlight the first text name to print and press the **SPACE BAR** to select

The number 1 will appear next to the first file selected.

7 Highlight the next text name to print and press the **SPACE BAR** to select

The number 2 will appear next to the second file selected.

8 Repeat step 7 until all files to be linked have been selected (maximum 8)

If you select a file name in error or out of the desired sequence, press ESC and reselect the proper sequence.
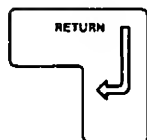
9 Press **RETURN** to confirm your selections and return to the Text Linking menu

The text names will be displayed on the text linking menu in the order you selected them.
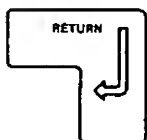
10 Press **RETURN** to select Copies Required
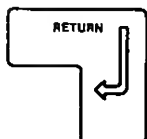
11 Type the number of copies required (maximum 99)

12 Press **RETURN** to the next line

The "Printed Lines Per Page" will display the default setting you entered on the default setting menu.

13 Enter the appropriate page length if needed
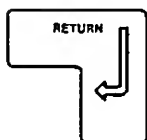
14 Press **RETURN** to select Form Feed

15 Leave blank for single sheet of paper

or

Type the number of paper length for continuous paper

16 Complete Header/Footer and Page Number selections if desired.

17 Position the cursor on the width line and enter the desired width of these documents for this print out only
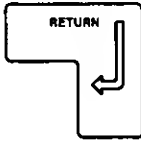
18 Press **RETURN** to begin printing

7

The Panasonic KX-E2500 is designed to handle a wide variety of office applications. In the pages to follow, we will be introducting you to applications that can save you countless hours of typing and retyping. Read through this section and follow the exercises. You are sure to find ways to make your workload easier.

8

Centering Application for Columns

The CENTER key is ideal to use when determining proper tab settings to align columns of information. Below is an easy way to define proper tab positions before you begin typing a chart:

This centering application is done in the typewriter mode only. Of course, the margins and tabs can be stored and recalled when typing in or out of memory.

1 Insert a sheet of paper

2 At the left margin, press **CODE + TAB CLR** to clear all margins and tabs

3 Set your margins at the edge of the paper and press **RETURN**

4 At the left margin, press the **CENTER** key

5 Type the longest word or number in the first column

6 Press the **SPACE BAR** to enter the desired number of spaces between the first and second column

7 Repeat steps 5 and 6 for each column of information.

8 After typing the longest word or number in the last column, press **RETURN**
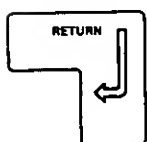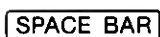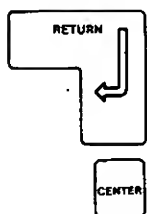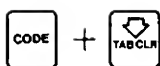
The longest word in each column will print evenly spaced on the paper. If the columns appear too close together, repeat from step #4 and enter additional space between each column.

If you are unable to complete the longest word in each column, repeat from step #4 and enter fewer spaces between each column.

9 Space across and set margins and tabs to agree with the print out

Be sure to set a tab on the decimal point to properly align a column of numbers. Set the right margin one or two spaces after the last column.

8

Example

```
    Darlene            93 Webb Street           $158.95
    ↑                  ↑                         ↑        ↑
    Left               Tab                       Tab      Right
    Mgn                Set                       Set      Mgn
```

Automatic Column Layout

The KX-E2500 column layout feature automatically counts the numbers of characters and spaces needed to layout a chart in the center of a document.

A column layout must be set and stored in a margin format in typewriter mode before entering text memory. Two spaces are inserted between each column regardless of the number of columns you enter. If additional space is required between each column, press the space bar after typing the longest word in each column.

Setting a Column Layout

1 Set your required margins
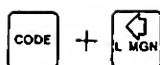
`CODE` + `L.MGN`

2 Press **CODE + L.MGN**

The word COLUMN LAYOUT will appear on the status line as well as the bottom of the screen. All tab settings will automatically be cleared.

`TAB` / `DEC TAB`
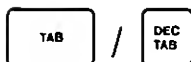
3 Press **TAB** if you are entering text

or

Press **DEC TAB** if you are entering numbers

The tab will automatically be set at the decimal point position.

4 Type the longest word or number in the column

5 Repeat steps 3 and 4 for each column

`RETURN`

6 Press **RETURN**

All tabs are now set in the proper position

`CODE` + `F FORMAT`

7 Press **CODE + F** to store the column layout in X, Y or Z

8
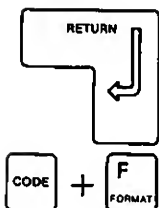
NOTE: If the column layout is wider than the margins, your screen will prompt:

```
RIGHT MARGIN OVER
```

To fit all the information on to the page, either repeat the above steps using a 12 or 15 pitch daisy wheel, or set wider margins and repeat the above steps.

If you try to set more than 28 tab stops, your screen will prompt:

```
TOO MANY TAB STOPS
```

Column Layout Exercise

1 Set your left margin at **15** and your right margin at **74**
2 Store this margin format in ruler **Z**
3 Create a new text and name it **EXPENSES**
4 Recall Ruler **X** for the body of the text
5 Set your MODE selector on **JSTFY**
6 Recall Ruler **Z** to type the columns
7 Print the text and close the file when you finished

Recall Ruler X

To:	Mr. Lyndon Astorrbilt
	Marketing Services
From:	Accounting Department
Date:	October 15, 1988
Subject:	Departmental Expenses

Per your request, please find listed below, an itemization of your department's expenses for the first three quarters of this fiscal year.

Recall Ruler Z

TAB *DEC TAB* *DEC TAB* *DEC TAB*

ITEM	1st Qtr.90	2nd Qtr.90	3rd Qtr.90
Furniture	3,280.00	3,280.00	5,793.00
Equipment	35,978.00	42,752.00	22,596.00
Facilities	21,985.00	21,985.00	31,467.00
Utilities	13,067.00	13,278.00	12,345.00
Entertainment	47,781.00	21,534.00	55,112.00
Travel	60,846.00	41,235.00	71,254.00
Printing	12,857.00	20,456.00	25,963.00
Postage	2,345.00	3,459.00	5,932.00
Supplies	8,456.00	4,329.00	5,987.00
Sub-Total	206,595.00	172,308.00	236,449.00
			615,352.00

Recall Ruler X

If you have any questions regarding this information, please feel free to contact us:

8

Insert Codes are an easy way to personalize a standard letter. Your typewriter will allow you to enter stop points into the body of a document, these stop points instruct the typewriter to stop printing so that you can insert variable information. The KX-E2500 enables you to assign prompts to each insert code. These prompts will be displayed when the document is printing.

There are no restrictions to the length of the variable information entered at each insert code. When an insert code is reached, the variable information may be manually typed or recalled from phrase memory.

Creating a Text with Insert Codes
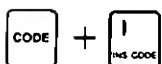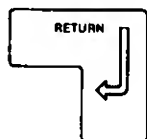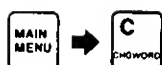
1 Press **MAIN MENU** and select **C** (for Create)

2 Name your text and press **RETURN**

3 Begin typing the document

4 Press **CODE + I** at the Insert Code position

Your screen will prompt:

```
                      INSERT CODE

Prompt        [█                          .        ]

Enter message you want to see when printing
RETURN/RELOC to Enter or ESC
```

5 Type the desired prompt (maximum 30 characters)

If a prompt is not assigned, the display will show "INSERT" when the text is being printed.
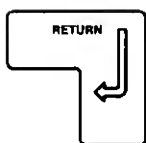
6 Press **RETURN**

The Insert Code symbol (█) will appear in your document.

7 Continue typing your text

8 Repeat steps 4, 5, and 6 for each insert position required.

9 Press **MAIN MENU** to end your text when complete

Insert Code Exercise

1 Set your Mode Selector on **DISP**
2 Recall Margin format "**X**"
3 Store the following letter in memory under the name **BILLING**
4 When you reach each Insert Code position, assign the following prompts:

1st stop: Customer Name
2nd stop: Title/Last Name
3rd stop: Invoice Date
4th stop: Invoice No.

```
(Today's Date)
←⎯
←⎯
←⎯
←⎯
█ ←⎯
←⎯
Dear █ : ←⎯
←⎯
A shipment of our paper products was sent to your office
on █ .  Enclosed with that shipment was an invoice addressed
to your attention (Invoice No. █ ). ←⎯
←⎯
Our standard terms are 2/10, Net 30.  We would appreciate
payment of this invoice at your earliest convenience. ←⎯
←⎯
We hope you are completely satisfied with our paper products.
If we can be of any assistance in filling your future
paper products needs, please contact us. ←⎯
←⎯
Sincerely, ←⎯
←⎯
←⎯
←⎯
Marion Cole ←⎯
Vice President, Finance ←⎯
Cole Paper Mills ←⎯
←⎯
MC/mh ←⎯
```

8

Printing a Text with Insert Codes

Your text will print according to the selection of your MODE selector. If the MODE selector is set on **NORM**, the text will print up to the point that the Insert Code was set. If the MODE selector is positioned on **DISP** or **JSTFY**, printing will stop at the beginning of the line containing the Insert Code. At that point, you may manually type the variable information or recall it from phrase memory. Once the variable information is inserted, you simply press the **PRINT** key to resume printing.

1 Recall your text

2 Press **PRINT**

The text will print to the first Insert Code and your screen will prompt you. If you did not assign a prompt to the location, the screen will prompt:

INSERT

3 Type the variable information or recall it from phrase memory

To recall a phrase:
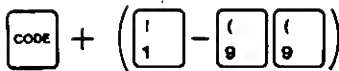
• Press **CODE + 1–99** at the stop location

Your screen will prompt:

COPY		
Phrase [XX]	Yes	No

• Press **Y** (for Yes)

4 Press **PRINT** to continue

5 Repeat steps 3 and 4 for each Insert Code

Inserting a Manual Page Break in Text Memory

You can enter a page break anywhere within text memory. The coded function, **CODE + E** is used in memory to force a page break and eject the paper during print out. After a manual page break, you must instruct the system to pause printing so that you can insert another sheet of paper. Therefore, **CODE + I** is used in this instance to pause the printer rather than insert text. **CODE + I** must be entered immediately following a **CODE+E** command. When the system sees the **CODE + I** the printing will pause so that you can insert a new sheet of paper and press **PRINT** to continue.

| CODE | + | E EJECT |
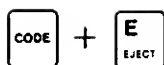
1 Press **CODE + E**

| CODE | + | I INS CODE |
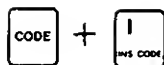
2 Press **CODE + I**

The screen will prompt:

```
┌─────────────────────────────────────────────────┐
│                   INSERT CODE                     │
├─────────────────────────────────────────────────┤
│  Prompt        [█                              ]  │
├─────────────────────────────────────────────────┤
│  Enter message you want to see when printing     │
│  RETURN/RELOC to Enter or ESC                    │
└─────────────────────────────────────────────────┘
```

3 Type the prompt "Insert Paper—Press PRINT"

4 Continue typing you text

8

Inserting a Phrase into Text

You have the ability to take information that is stored in phrase memory and "copy" it into a document that you are creating or modifying in text memory. This will eliminate repetitive typing and allow you to create text quickly.

When you insert a phrase into a text, you are making a copy of that phrase. The original phrase will remain in phrase memory.

1 Create or recall a text

2 Position the cursor where you would like the phrase to be inserted

3 Open a Phrase (**CODE + 1–99**)

Your screen will prompt:

COPY
Phrase [XX]   **Yes**   No

4 Press **Y** (for Yes)

The phrase will be inserted at the cursor position and conform to the margin format within the text.

• If you have chosen an incorrect phrase,

Press **N** (for No)

Your prompt will disappear and no change will be made to the text.

• If the phrase number entered does not contain any information, your screen will prompt:

CANNOT COPY

Try again using the correct phrase number.

8

Append

Appending a document may sound terribly intimidating, but the word "append" simply means "to add to" or "to attach to." The KX-E2500 enables you to append all text files regardless of their storage location (internal memory or disk). Once you define where the text is located, you can instruct the system to insert it into another text file or phrase location. This versatility is extremely beneficial when assembling documents.

Appending an Entire Text

1 Access the text file or phrase location you want to add to

You may do one of the following:

● Recall an existing text or phrase

or

● Create a new text or phrase

2 Position the cursor at the desired insertion point

$$\boxed{\text{CODE}} + \boxed{\text{A}}$$

3 Press **CODE + A** (for Append)

Your screen will prompt:
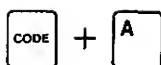
```
                    APPEND

        From          Memory      Disk
        Text Name       [           ]

   RETURN - Enter/List, RELOC - Enter All or ESC
```

8
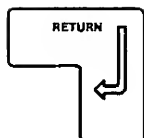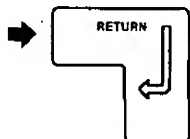
4 Highlight the location of the text to be added (Memory or Disk) and press **RETURN**

Type the text name

5 Type the name of the text to be appended (copied) and press **RETURN**

A copy of the entire text will be added to the document or phrase you accessed in step number 1. Your cursor will be positioned at the end of the appended text.

Appending a Block of Text

The KX-E2500 also gives you the ability to append (copy) a portion of a text file stored in the internal memory into another text file or phrase location. It is not possible to append a portion of a text stored on disk.

To append a portion of the text, it must first be marked so that when the append command is given, the system will copy only the marked text. This application is ideal when you want to insert a chart or specific phrase, but do not require the entire file.

The marks are not removed after the append command has been given. Therefore, the marked portion of the text may be appended or added several times.

1 Recall the text file containing the block of information to be appended

2 Mark the beginning and ending point of the information to be appended

3 Press **MAIN MENU** to close this text

4 Access the text file or phrase location you want to add the block of information to. You may do one of the following:

• Recall and existing text or phrase

or

• Create a new text or phrase

5 Position the cursor at the desired insertion point

6 Press **CODE + A**
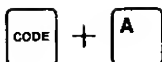
Your screen will prompt:

```
┌─────────────────────────────────────────────────────┐
│                      APPEND                          │
│                                                      │
│          From          Memory      Disk             │
│          Text  Name       [          ]              │
│                                                      │
│  RETURN - Enter/List, RELOC - Enter All or ESC      │
└─────────────────────────────────────────────────────┘
```
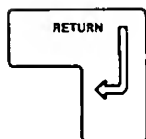
7 Press **RETURN** to select Memory

8 Type the text name containing the marked block of information
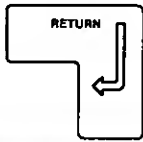
9 Press **RETURN**

The marked portion of the text is copied.

Line Framing

Line Framing enables you to draw lines or boxes. Line framing can be done both in or out of memory. You can frame existing text, or you can frame text as you create it. The procedure used to draw boxes, horizontal and vertical lines is the same both in and out of memory. In memory you can also frame text as you type it. This operation is slightly different and separate instructions are given for this application.

Line Framing on a Printed Page

1 Insert the printed page into the typewriter

2 Set the mode selector to **NORM**

3 Position printhead to top left corner of the information you want framed

This should be at least one space to the left of the text and at least 1 space above the text. If necessary, move your left margin.
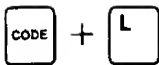
4 Press **CODE + L** to set the beginning point of the box

The screen will prompt:

```
FRAME CORNER WAS SET
```

5 Move the printer to the bottom right corner of the information to be framed.

This should be at least one space to the right of the text and at least 1 space below it.
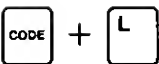
6 Press **CODE + L** again to set the ending point of the box

The screen will prompt:

```
PRINTING
```

The printer will move to the beginning point of the box and begin printing the lines. When the frame is complete, the printer will return to the top left corner of the box.

NOTE: If you press **CODE + L** twice in the same spot, your screen will prompt:

```
                        CANNOT SET HERE
```

Both commands will be cancelled and you must start again.

Line Framing Exercise

1 Print the text **EXPENSES**
2 Draw a box around the chart as shown below by marking the upper left and lower right corners.

```
    To:               Mr. Lyndon Astorrbilt
                      Marketing Services

    From:          .  . Accounting Department

    Date:             October 15, 1988

    Subject:          Departmental Expenses


    Per your request, please find listed below, an itemization
    of your department's expenses for the first three quarters
    of this fiscal year.

    ┌──────────────────────────────────────────────────────────┐
    │ ITEM              1st Qtr.90    2nd Qtr.90    3rd Qtr.90   │
    │                                                           │
    │ Furniture          3,280.00      3,280.00      5,793.00   │
    │ Equipment         35,978.00     42,752.00     22,596.00   │
    │ Facilities        21,985.00     21,985.00     31,467.00   │
    │ Utilities         13,067.00     13,278.00     12,345.00   │
    │ Entertainment     47,781.00     21,534.00     55,112.00   │
    │ Travel            60,846.00     41,235.00     71,254.00   │
    │ Printing          12,857.00     20,456.00     25,963.00   │
    │ Postage            2,345.00      3,459.00      5,932.00   │
    │ Supplies           8,456.00      4,329.00      5,987.00   │
    │                                                           │
    │ Sub-Total        206,595.00    172,308.00    236,449.00   │
    │                                              615,352.00   │
    └──────────────────────────────────────────────────────────┘
    If   you   have   any   questions   regarding   this   information,
    please feel free to contact us.
```

8

Drawing Vertical Lines

Vertical Lines are also drawn by defining a beginning and ending point. However, the **INDEX** (↓) or **REVERSE INDEX** (↑) keys are used to insure that you are defining a straight line rather than a box. If you are just one space to the right or left, a box will be drawn rather than a vertical line. Vertical lines can be drawn from top to bottom or bottom to top.

1 Space to the position you want the vertical line to begin
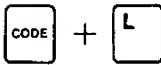
2 Press **CODE + L** to set the beginning point of the line

Your screen will prompt:

```
FRAME CORNER WAS SET
```

3 Press **INDEX** (↓) to move to the desired end point of the line
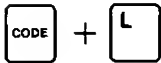
4 Press **CODE + L** again to set the ending point of the line

Your screen will prompt:

```
PRINTING
```

The typewriter will draw the vertical line and return to the starting position.

8

Drawing Horizontal Lines

Horizontal Lines are drawn by defining a beginning and ending point also. However, the **SPACE BAR** is used to insure that you are defining a straight line. If you return or Index even a ½ line, a box will be drawn rather than a horizontal line. Horizontal lines can only be drawn from left to right.

1 Space to the position you want the horizontal line to begin
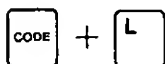
2 Press **CODE + L** to set the beginning point of the line

Your screen will prompt:

```
FRAME CORNER WAS SET
```

3 Press **SPACE BAR** to move to the desired line ending position
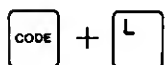
4 Press **CODE + L** again to set the ending point of the line

Your screen will prompt:

```
PRINTING
```

The typewriter will draw the horizontal line and return to the starting position.

8

Horizontal & Vertical Line Exercise

Insert vertical and horizontal lines to the **EXPENSES** text, your finished product should look like the example below.

```
To:             Mr. Lyndon Astorrbilt
                Marketing Services

From:           Accounting Department

Date:           October 15, 1988

Subject:        Departmental Expenses


Per your request, please find listed below, an itemization
of your department's expenses for the first three quarters
of this fiscal year.
```

ITEM	1st Qtr.90	2nd Qtr.90	3rd Qtr.90
Furniture	3,280.00	3,280.00	5,793.00
Equipment	35,978.00	42,752.00	22,596.00
Facilities	21,985.00	21,985.00	31,467.00
Utilities	13,067.00	13,278.00	12,345.00
Entertainment	47,781.00	21,534.00	55,112.00
Travel	60,846.00	41,235.00	71,254.00
Printing	12,857.00	20,456.00	25,963.00
Postage	2,345.00	3,459.00	5,932.00
Supplies	8,456.00	4,329.00	5,987.00
Sub-Total	206,595.00	172,308.00	236,449.00
			615,352.00

```
If   you   have   any   questions   regarding   this   information,
please feel free to contact us.
```

8

Line Framing while Creating a Text in Memory

Line framing while in text memory is just as easy as line framing pre-printed documents. When you set the frame corner, be sure to return at least once and space once before typing the text. The same applies when marking the bottom right corner. Be sure to RETURN and set the frame corner at least one space to the right of the text. The text to be framed cannot be typed at the left margin. An indent must be set to indent the text, leaving enough room for the box. You will not be able to see the box or lines drawn unless you use the embed command (**CODE + =**) to display them.

1 Set the margins and tabs for your document

2 Create a new text

3 Return or space to the starting position of the box

4 Press **CODE + L**
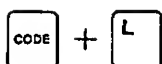
Your screen will prompt:

FRAME CORNER WAS SET

5 Press **RETURN**
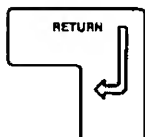
6 **SPACE** or **TAB** at least once

7 Press ⊣IND

8 Type the text to be framed

9 Press ⊣IND to deactivate the indentation

10 Press **RETURN**
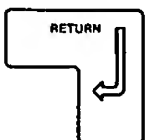
11 Space to the bottom right corner of the text to be framed

Make sure you are at least one space to the right of the text.

12 Press **CODE + L**

13 Press **CODE + =** to display the box

Line Framing Exercise while Creating a Text

Using the Ruler **X** format, create the following text and name it **FRAME**.
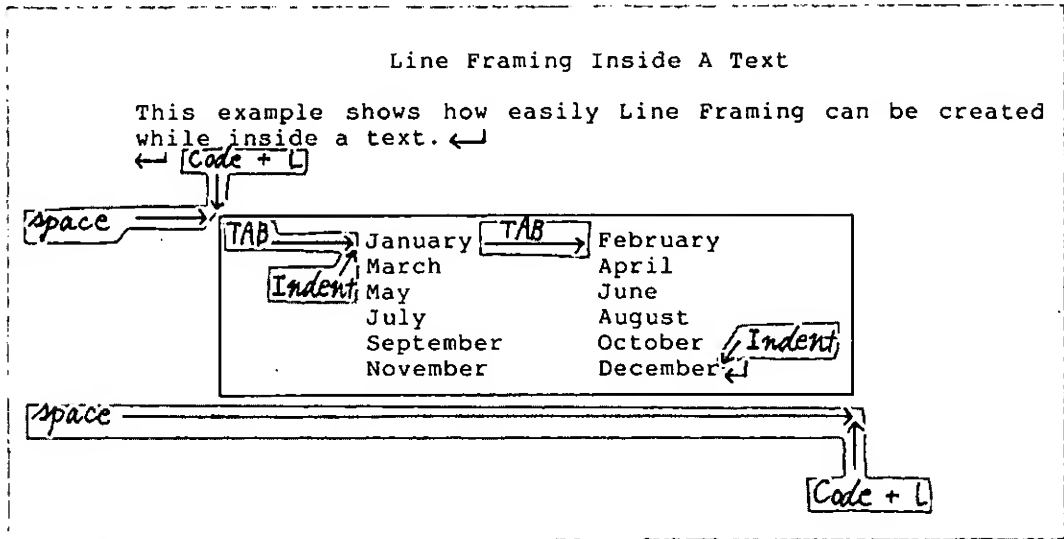
Deleting a Line Frame Command within a Text

1 Position the cursor to the right of the line frame symbol ▇

2 Press **CORRECT**

The line frame is automatically deleted.

Your typewriter gives you the ability to type dual column projects quickly and easily. This application is especially useful if you type newsletters, newspaper copy, bulletins, or any other project requiring two columns of information on a page. The typewriter enables you to set two different margin formats on one line. Both margin formats should be the same width so that the columns will look uniform. The auto paper insertion point is the first line of print in a dual column format: therefore, be sure you are at the desired insertion point before printing.

The command **CODE + W** is used for all aspects of dual column typing. It is used to set the dual column format. When typing the dual column text, **CODE + W** is used to advance from one column to the next; and when typing in memory, it is also used to access and exit the dual column typing mode.

Setting a Dual Column Format
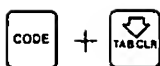
1 Press **CODE + TAB CLR**

2 Set the left and right margin for the first column
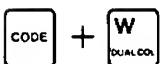
3 Press **CODE + W**

These margins are remembered by the system. However, they will clear from the ruler and the printhead will return to 0 so the margins for the second column can be set.

4 Set the left and right margin for the second column

Be sure to set the left margin for the second column to the right of the margins set for the first column.
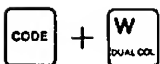
5 Press **CODE + W**

The printhead will return to the left margin of the first column.
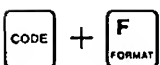
6 Press **CODE + F** and store in ruler X, Y, or Z

The margins for the first and second column are stored as one margin format.

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Dual Column Margin Exercise

1 Set the following margins

Set the Left margin for column one at 7
Set the Right Margin for column one at 37

Press **CODE + W**

Set the Left Margin for column two at 42
Set the Right Margin for column two at 72

Press **CODE + W**

2 Store in ruler **Z**

8

Typing a Dual Column Text in Typewriter Mode

The auto paper insertion point is the first line of print for the first and second column. When typing a dual column text, CODE + W advances from one column to the next positioning the printhead to the first line of print (auto insertion point).

Before typing a dual column text, a Page End setting should be set. The Page End setting is not mandatory; however, it will insure that each column is the same length.

1 Recall the dual column format (X, Y, or Z)

Only the margins for the first column will be displayed on the ruler line.

2 Set a Page End for the desired column length

3 Auto insert a sheet of paper

4 Type the first column

When the prompt "PAGE END" is displayed,
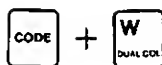
5 Press **CODE + W** to advance to the top of the second column

6 Type the second column

When the prompt "PAGE END" is displayed again,
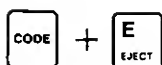
7 Press **CODE + E** to eject the paper

8 Press **CODE + W**

9 Repeat steps 3–7 for each typed page required

Dual Column Text in Memory

Typing a dual column text in memory mode differs only slightly. In the memory mode, the first time **CODE + W** is pressed you must confirm that you want to access the dual column typing mode. From that point on **CODE + W** is used to advance from one column to the next or exit the dual column mode.

The auto paper insertion point remains the first line of print for the first and second column. Therefore, the dual column text should be typed after a page break or at the beginning of a document.

A Page End setting should be set before typing a dual column text in memory. This will eliminate the need for you to enter **CODE + W** to advance from one column to the next. In the memory mode, with a page end set, the system will automatically advance to the first line of the next column when a page end is reached. Even if the next column appears on the next page. All you have to do is type.

If you type a dual column text in memory without activating a page end it will be necessary to press **CODE + W** to change columns.

When **CODE + W** is entered the first time in a text the following prompt appears so that you can access the dual column mode.

```
┌─────────────────────────────┐
│     DUAL COLUMN MODE         │
│   ┌──────┐                   │
│   │ Yes  │    No             │
│   └──────┘                   │
└─────────────────────────────┘
```

When **CODE + W** is entered again, the following prompt is displayed enabling you to change from one column to another. However, if you set a page end before typing a dual column text, it will not be necessary to press **CODE + W** to change columns. The system will automatically change columns for you.

```
┌─────────────────────────────┐
│       DUAL COLUMN            │
│   ┌────────┐                 │
│   │ Change │   Reset         │
│   └────────┘                 │
└─────────────────────────────┘
```

The same methods used to edit normal text in memory apply when editing a dual column text. Whenever you insert, delete, or move information, the text will automatically reformat.

Typing a Dual Column Text in Memory
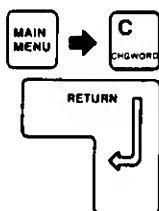
1 Press **MAIN MENU** and select **C** (for Create)

2 Name your text and press **RETURN**

3 Recall the dual column format (X, Y, or Z)

Only the margins for the first column will be displayed on the ruler line.
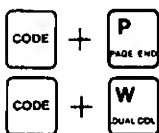
4 Set a Page End (**CODE + P**) for the desired column length

5 Press **CODE + W**

The first time **CODE + W** is entered in memory.

The screen will prompt:

```
┌─────────────────────────────────┐
│                                 │
│      DUAL COLUMN  MODE          │
│  ┌──────────┐                   │
│  │   Yes    │     No            │
│  └──────────┘                   │
└─────────────────────────────────┘
```

6 Press **Y** (for Yes) to access the dual column typing mode

The ruler line will now display both sets of margins. The dual column text symbol (▢) will appear at the cursor position.

No is displayed on this menu to exit in case **CODE + W** was pressed in error.

7 Type your text

The system will automatically wrap to the beginning of the second column when the page end is reached. When the page end is reached at the end of the second column the system will automatically wrap to the first column on the next page.

NOTE: If you attempt to recall another margin format while in a dual column mode, the system will prompt:

```
CANNOT SET HERE
```

You must exit the dual column mode before recalling a new · ruler (margin format).

If **CODE + W** is pressed when you are not within a dual column margin format, the screen will prompt:

```
WRONG COLUMN
```

Creating a Dual Column Text Exercise

1 Set the typing mode selector to **JSTFY**
2 Create a new text and name it **LEGAL**
3 Recall ruler **Z**
4 Set a Page End for **16** lines
5 Type the text below

Legal offices are among the greatest beneficiaries of electronic typing and word processing. It is here that document processing has its greatest demands.

Accuracy is essential, the quantity is second to no other industry, revisions are frequent, and speed of production and editing is important.

So far as word processing is concerned, legal documents may be separated into two groups; various legal forms (contracts, wills, trusts, etc.) that are highly standardized and briefs.

Contracts are often developed from standard paragraphs or clauses that require merge functions.

Search and replace are important functions to facilititate revisions of a previously stored document for present use.

8

Editing a Dual Column Text Exercise

1 Recall the text **LEGAL**
2 Change the page end setting to **12** lines
3 Make the changes indicated below

Legal offices are among ~~in this environment~~ the
greatest beneficiaries of
electronic typing and word
processing. It is ~~here~~ that
document processing has its
greatest demands.

Accuracy is essential, the
quantity is second to no other
industry, revisions are
frequent, and speed of
production and ~~editing~~ *revision* is
important. *extremely*

So far as word processing is
concerned, legal documents may

be *divided* ~~separated~~ into two groups;
various legal forms
~~(contracts, wills, trusts, etc.)~~ that are highly
standardized and briefs. *legal*

Contracts are often developed
from standard paragraphs or
clauses that require merge
functions. *Or append*

Search and replace are
important functions to
facilititate revisions of a
previously stored document for
present use

add

A document can be produced
from standard paragraphs by
copying those paragraphs into
a text that is unique for the
project. This approach is
helpful if additional writing
is required to make the
document flow.

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Exiting a Dual Column Format in Memory
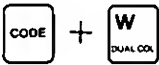
CODE + **W** (DUAL COL)

1 Press **CODE + W**

The screen will prompt:

```
┌─────────────────────────────┐
│        DUAL  COLUMN         │
├─────────────────────────────┤
│   [Change]      Reset       │
└─────────────────────────────┘
```

R (REF CODE)

2 Press **R** (for Reset)

You will exit the dual column typing mode.

You will only be able to type within the margins of the first column. Therefore, it will be necessary to recall a new margin format.

Printing a Dual Column Text

1 Auto insert a sheet of paper

Confirm the auto insertion point for the first line of print. If necessary, set a new insertion point (**CODE + A**).

2 Recall the dual column text

3 Activate Page End
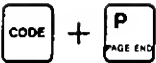
CODE + **P** (PAGE END)

• Press **CODE + P**

The screen will prompt:

```
┌──────────────────────────────────────────────┐
│                 PAGE  END                     │
│                                               │
│   [Page End]       ON      OFF                │
│   Number of Print Line    [54]                │
├──────────────────────────────────────────────┤
│ RETURN to Enter, RELOC to Enter All or ESC    │
└──────────────────────────────────────────────┘
```
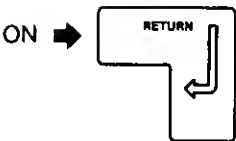
ON ➡ **RETURN**

• Highlight **ON** and press **RETURN**

8

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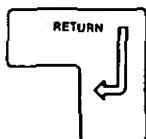
• Press **RETURN** to confirm the number of print lines

EXPR. FORMS

4 Press **EXPR** to position the cursor at the beginning of the document.

PRINT NOPRINT

5 Press **PRINT**

The typewriter will type the first column and roll back to the insertion point and print the second column. When both columns are printed, the screen will prompt:

```
PAGE END ! !
```

CODE + **E EJECT**
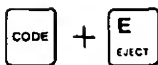
6 Press **CODE + E** to eject the paper

7 Auto insert a new sheet of paper

PRINT NOPRINT

8 Press **PRINT** to continue

The printhead will automatically move to the left margin of the first column and continue printing.

8

Mail Merge

Mail Merge allows you to merge a form letter requiring variable information with a mail list. The form letter and mail list are stored in separate text locations.

They are merged together during print out enabling you to create a personalized letter for each person on your mail list with the respective variable information inserted automatically.

The KX-E2500 also enables you to selectively print from your mail list. This is done by entering a qualifying line before each address block. This qualifying line allows you to selectively merge names and addresses that fall within a specific category.

Mail Merge can also be instructed to print only the address from the mail list allowing you to quickly address envelopes or labels.

If the mail list name is not found in the internal memory, the system will automatically search the disk and merge from there. This enables you to save internal memory for other projects by keeping lengthy mail lists on the disk rather than in the internal memory.

Form Letter

The form letter containing the constant information is entered into text memory as normal text. Reference Codes (**CODE + R**) are inserted into the letter where the variable information in the mail list is to be inserted. Regardless of the number of lines the variable information contains (e.g., address), only one reference code is required. When you enter a reference code in the body of the letter, be sure to enter a space before and after the code. This insures that when the variable information is inserted, it will not run into the other text.

8

Creating a Form Letter

Variable information is inserted into a standard letter in the order it was entered into the mail list. Therefore, the first reference code in your letter should be a name and address. This way, the mail list can be used to print envelopes and labels.

1 Set the desired margins and tabs

2 Create a new text

3 Begin typing

[CODE] + [R REF CODE]   4 Press **CODE + R** to insert a reference code at each point variable information is required
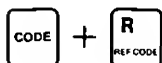
Your screen will show an ($\overline{R}$) with an overscore. This instructs the system to refer to the mail list for variable information.

Form Letter Exercise

1 Set your MODE selector to **JSTFY**
2 Set your left margin at **10**
3 Set your right margin at **70**
4 Store in margin format "Y"
5 Type the following form letter into Text Memory and name it **OVERDUE**. Be sure to enter **CODE + R** for each reference point shown below:

```
(Today's Date)←┘
←┘
←┘
←┘
R̄ ←┘
←┘
Dear R̄:←┘
←┘
A copy of Invoice No. R̄ was sent to your office on R̄.  This
invoice was issued for the shipment of R̄, which was ordered
from us. ←┘
←┘
Your balance is now R̄ days past due and we would appreciate
your payment within the next 15 days.  If your check of R̄
has been sent, please accept our thanks and disregard this
notice.←┘
←┘
Sincerely,←┘
←┘
←┘
←┘
Lee Hayes←┘
Hayes Office Equipment←┘
←┘
LH/m←┘
```

Mail List

The mail list is created under a separate text name and contains all variable information necessary to merge into the form letter. The variable information is inserted in the order it is typed in the mail list. Therefore, type the name and address variable first so the mail list can also be used to address envelopes and labels.

Each variable in the mail list is enclosed in square brackets [ ], not parenthesis ( ). If you accidentally enter parenthesis or do not enter a closing square bracket, the system will not merge.

Manual returns entered within the square brackets are inserted into the form letter and will return at that point. Manual returns entered outside the square brackets will not affect the print out of the form letter. They simply separate each variable and make it easier to read the mail list if printed out.

Each group of variable information (e.g., name and address, account number, etc.) is called a record. Each record is separated by **CODE** + / (SLASH).

Below is an example of the same mail list with and without returns entered between each variable.

8

Example of a Mail list with returns after each variable

```
7 ↵
[Mrs. Monica Simpson↵
289 Hicks Street↵
New York, NY  10004]↵
[Mrs. Simpson]↵
[B1343]↵
[12/12/86]↵
[5¼ inch disks]↵
[60]↵
[$325.80]↵

7 ↵
[Mrs. Alicia Prichett↵
131 Ascan Avenue↵
Summit, NJ  07901]↵
[Mrs. Prichett]↵
[B0984]↵
[1/12/86]↵
[marking pens]↵
[30]↵
[$197.65]↵

7↵
[Mr. Paul Smith↵
1985 Harrison Road↵
Ridgefield Park, NJ  07660]↵
[Mr. Smith]↵
[B2589]↵
[12/22/86]↵
[magnetic tapes]↵
[60]↵
[$321.25]↵
```

Example of a Mail List without returns after each variable

```
7↵
[Mrs. Monica Simpson↵
289 Hicks Street↵
New York, NY  10004]↵
[Mrs. Simpson][B1343][12/12/86][5¼ inch disks][60][$325.80]↵

7↵
[Mrs. Alicia Prichett↵
131 Ascan Avenue↵
Summit, NJ  07901]↵
[Mrs. Prichett][B0984][1/12/86][marking pens][30][$197.65]↵

7↵
[Mr. Paul Smith↵
1985 Harrison Road↵
Ridgefield Park, NJ  07660]↵
[Mr. Smith][B2589][12/22/86][magnetic tapes][60][$321.25]↵
```

8

Creating a Mail List
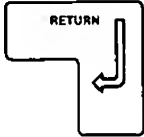
1 Enter Text Memory

2 Press **CODE + SLASH** (/)

3 Press **RETURN**

4 Type an opening square bracket [

5 Type the variable information

6 Type a closing square bracket]

7 Repeat steps 4–6 for each variable

8 Repeat steps 2–6 for each record or group of variables

Mail List Exercise

Open a new text and name it **LATEACCTS**. Type the mail list shown on the previous page into memory in the style you prefer. Close the text after it has been created.

8

Merge Overview

Once the form letter and mail list are complete, you are ready to merge these texts as one document. Each letter will print with the margin and tabs set when the form letter was created. It is possible, however to change the margin width for the current print out. The Mail Merge Menu enables you to define copies required, printed lines per page, header, footer, and page numbering. The Mail Merge Menu also enables you to count the number of letters printed and define a qualifier so that you can selectively print from your mail list.

One of the most important lines of the Mail Merge Menu is Form Feed. This line instructs the system to stop after each printed letter so that you can insert a new sheet of paper or continue printing if using continuous paper.

Printing on Individual Sheets of Paper

* Leave the line Form Feed blank.

The system will stop after each print out. You must automatically insert a new sheet of paper and press **PRINT** to continue. It's that easy.

Printing on Continuous Paper

* Enter the total number of Form Feed lines

  If you are working with letter size paper—66 lines (11"×6 lines per inch) are required.

Merging a Form Letter and Mail List

1 Auto Insert Paper

2 Press **MAIN MENU**

3 Press **P** (for Print)

4 Type **M** (for Mail Merge)

Your screen will prompt:

```
                     MAIL MERGE

Text Name               [█         ]
List Name               [          ]
Copies Required              [ 1]
Printed Lines Per Page       [54] lines
Form Feed                    [  ] lines
Header Phrase No.            [  ]
Footer Phrase No.            [  ]
Starting Page Number     [     ]
Page No. Position   Top Right  Bottom Center
Width                        [  ]
Count Letters          Yes        No
Qualifier    [                           ]

RETURN - Enter/List, RELOC - Enter All or ESC
```

5 Type the text name of the form letter and press **RETURN**

or

Press **RETURN** to display the directory

Highlight the form letter name and press **RETURN**

The text name will be automatically inserted into the Mail Merge Menu.
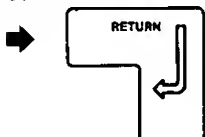
6 Type the text name of the mail list or press **RETURN** to select from the directory

"Copies Required" will be highlighted.

7 Press **RETURN** to confirm 1 copy required or enter the number of copies required and press **RETURN**

"Printed Lines Per Page" will be highlighted.

8

8 Type the number of lines to print per page
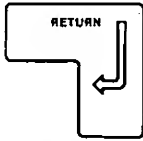
9 Press **RETURN**

"Form Feed" will be highlighted.
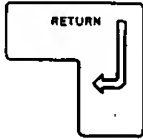
10 Leave blank for single sheet paper and press **RETURN**

or

Enter the sum of the total lines per page plus the desired number of lines for the top margin on the next page for continuous paper and press **RETURN**

11 Complete the prompt lines Header, Footer, Page Number, and Width if desired

or

Press **RELOC** to skip the remaining prompts and begin the merge.

Count Letters and Qualifier will be covered later.

Qualifying Line

A qualifying line immediately follows the **CODE + SLASH** (/) before each record and enables you to selectively print from your mail list. A maximum of 30 characters are available to enter categories which enable you to selectively print from your mail list (e.g. occupation, zip code, state, etc.). Each qualifying line must be consistent. The number of categories, sequence of categories, as well as the number of characters within each category must agree from record to record. Each category or item is called a qualifier.

Qualifiers do not have to be associated with the variables in the mail list. If you want to select individuals by zip code, enter the zip code on the qualifying line. If you want to select by state, that too is entered on the qualifying line. The group of characters representing one category is called a field. The state and zip code would represent two fields.

Entering a Qualifying Line

1 Recall the Mail List
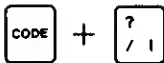
2 Position the cursor to the right of the **CODE + SLASH** (/)

3 Type each qualifying category separated by a space

4 Repeat steps 2 and 3 for each record

Remember, the number of categories, sequence of categories, and number of characters within each category must be the same from record to record.

Qualifying Line Exercise

Add a qualifying line to each record in the mail list **LATEACCTS**. Use the Caps Lock feature when typing the qualifying line as shown below:

```
7NY 10004 $325 60↵
[Mrs. Monica Simpson ↵

7NJ 07901 $197 30↵
[Mrs. Alicia Prichett ↵

7NJ 07660 $312 60 ↵
[Mr. Paul Smith↵
```

Wildcards

The KX-E2500 also enables you to use wildcards to instruct the system to select any character in the field or ignore the remainder of fields on the qualifying line.

You must account for each field on the qualifying line by entering the field itself or a wildcard. If spaces are used to separate each field, they must be entered.

* The asterisk is used to disregard the remainder of fields on the Qualifying Line.

? A question mark is used to select any character in the field allowing you to actually skip over a field.

Example:

```
                QUALIFIER ?? 07??? $300 *
```

Skip state name   Disregard the last field

All zip codes starting with 07
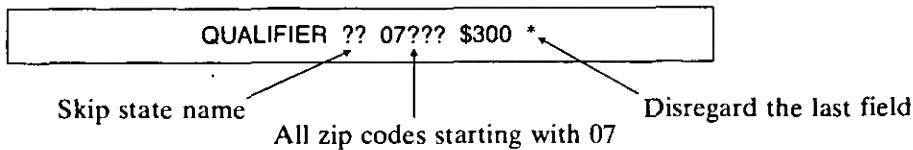
Qualifying Mail Merge Exercises

Press **MAIN MENU**, "P", "M" and merge the form letter **OVERDUE** with the mail list **LATE ACCTS**. Remember to leave the "Form Feed" line blank when printing on single sheets of paper.

8

- Send a letter to all customers in **NJ** with a Zip Code beginning with **07**.

The qualifying prompt should read:

```
                QUALIFIER NJ 07??? *
```

Two letters should print.

- Send a letter to all customers living in **NY**

The qualifying prompt should read:

```
                QUALIFIER NY *
```

One letter should print.

Selectively Printing from a Qualified Mail List

MAIN MENU

1 Press **MAIN MENU**

P PAGE END

2 Press **P** (for Print)

M MARK

3 Press **M** (for Mail Merge)

Type the text name
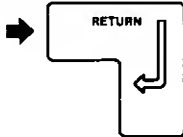
➡ **RETURN**

4 Enter the name of the Form Letter and press **RETURN**

Type the text name
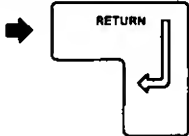
➡ **RETURN**

5 Enter the name of the Mail List and press **RETURN**

6 Complete the prompt lines Copies Required, Printed Lines Per Page, Form Feed, Header, Footer, Page Number, Page No. Position, and Width.

7 Position the cursor on the Qualifier line

8 Type the qualifier (use Wildcards when possible)

RETURN

9 Press **RETURN**

8
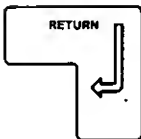
Counting Letters to be Merged

1 Repeat steps 1–5 under "Selectively Printing from a Qualified Mail List"

2 **DOWN ARROW** (⬇) to the Count Letter line

3 **LEFT ARROW** (◁) once to highlight Yes

4 Press **RELOC**

Your screen will prompt:

```
╔══════════════════════════════════════════╗
║  NUMBER OF  LETTERS  TO BE  MERGED         ║
╟──────────────────────────────────────────╢
║        [XXXX]     Letters                  ║
╟──────────────────────────────────────────╢
║  Begin  Printing    Yes        No          ║
╚══════════════════════════════════════════╝
```
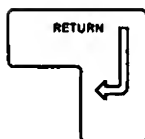
5 Press **RETURN** to begin printing

or

Press **RIGHT ARROW** (▷) to highlight No and return to main menu.

Using the Mail List to Print Envelopes

As we learned earlier, mail merge requires two components, a form letter and a mail list. When printing envelopes or labels, you must first create a text containing only a **CODE + R** and a **RETURN**. This text will act as your form letter, and instruct the typewriter to print only the first variable. Therefore, when printing envelopes, you should always enter the name and address as the first variable in the mail list.

1 Set margins for envelope

2 Press **MAIN MENU**

3 Press **C** (for Create)

Name the text

4 Name the text and press **RETURN**
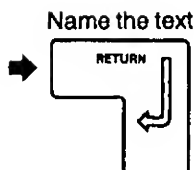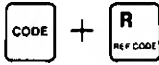
5 Press **CODE + R**

This instructs the typewriter to insert the first variable from the mail list.
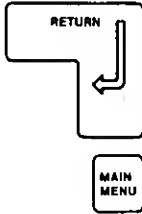
6 Press **RETURN**

7 Press **MAIN MENU** to close the text

8 Auto insert an envelope

If necessary, re-set the insertion point to agree with the size of the envelope.

9 Press **MAIN MENU**

Your screen will prompt:

```
┌─────────────────────┐
│    MAIN MENU        │
├─────────────────────┤
│  ███████████████    │
│  █ Create      █    │
│    Edit             │
│    List             │
│    Print            │
│    Disk             │
│    More             │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

10 Press **P** (for Print)

Your screen will prompt:

```
┌─────────────────────┐
│    PRINT MENU       │
├─────────────────────┤
│ ███████████████████ │
│ █ Print Text      █ │
│   Text Linking      │
│   Mail Merge        │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

8

M
MARK

11 Press **M** (for Mail Merge)
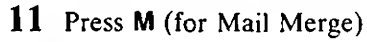
Your screen will prompt:

```
                        MAIL MERGE

    Text Name              [█           ]
    List Name            [              ]
    Copies Required              [ 1]
    Printed Lines Per Page       [54] lines
    Form Feed                    [  ] lines
    Header Phrase No.            [  ]
    Footer Phrase No.           [  ]
    Starting Page Number      [    ]
    Page No. Position  Top Right  Bottom Center
    Width                       [ ]
    Count Letters        Yes         No
    Qualifier    [                            ]

    RETURN - Enter/List, RELOC - Enter All or ESC
```

12 Enter the name of the text containing the **CODE + R**
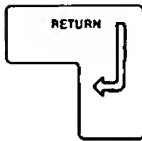
RETURN

13 Press **RETURN**

14 Enter the name of your mail list
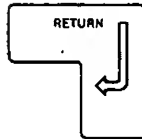
RETURN

15 Press **RETURN**

RELOC

16 Press **RELOC** to begin printing

After the first envelope has been printed, your screen will prompt:

```
                    ·  PAGE END !!
```

Press ESC to delete the main menu (this will appear only after the first envelope)

Press **CODE + E** to auto eject the envelope, auto insert a new envelope

PRINT
NOPRINT

17 Press **PRINT** continue with the next envelope

Using the Mail List to Print Labels

(Continuous roll only)

1 Follow steps 1 through 13 as outlined in Using the Mail List to Print Envelopes
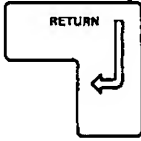
2 After you have entered the name of your mail list, press **RETURN** until you reach the selection for Printed Lines Per Page

3 For a 1″ Label enter the number 4

This indicates that up to 4 lines can be printed on the label
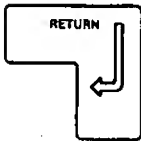
4 RETURN until you come to the Form Feed selection

5 Enter the number 6

This instructs the typewriter to return twice before printing the next label.
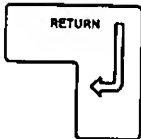
6 Press **RETURN**

7 Press **RELOC** to begin printing

8

Merging a Mail List Directly from Disk

You have already learned how to perform a Mail Merge function with the mail list and form letter in the internal memory of your typewriter.

You should be aware that you may also do a Mail Merge directly from the disk. This enables you to merge a mail list stored on disk with a form letter stored in the internal memory.

You will save internal memory space for other projects and still have the complete mail list to merge and print from when necessary.

The operation is exactly the same as outlined under "Merging a Form Letter and Mail List." The only difference is that the mail list is stored on disk, not in the internal memory. The KX-E2500 automatically searches for the list name, first within the internal memory, when not found, it automatically searches on the disk for the mail list file and continues.

1 Store the mail list to disk

2 Clear the mail list from the internal memory

3 Follow the steps outlined under "Merging a Form Letter and Mail List"

8

Forms Layout

Forms Layout allows you to fill in pre-printed forms easily and automatically. An unlimited number of forms can be stored in text memory with a maximum of 99 stops each. An asterisk is entered before the text name for easy recognition of a form in text memory. **CODE + EXPR** creates the asterisk and it must be entered before typing the text name.

When setting up the form, you can assign a prompt (30 characters) which will display when filling in the form or you can instruct the typewriter to automatically insert a phrase at a stop location. The prompts you assign will assist you when printing the form. Automatic phrase insertion allows you to store constant text which eliminates repetitive typing. If you do not assign a prompt or store constant text, the screen will simply prompt "INSERT" when that stop is reached.

When printing a form, the **PRINT** key is used to advance the printer to each programmed stop. The prompt you assigned will be displayed and you may manually enter the required text or recall it from phrase memory. If you instruct the typewriter to print a phrase, the printer will automatically advance to the next programmed stop.

An INDENT (temporary left margin) is automatically set at each stop; therefore, if more than one line of information is entered, it will automatically be aligned. Forms Layout will move to the exact stop position you set regardless of the number of lines entered at each stop.

8

When you are printing a form, the typewriter also allows you to access tabs which were set on the ruler before the form stops were entered. To do this, simply press **TAB**, or **DEC TAB** if you wish to align the numbers at the decimal point.

Setting up the Form

The Forms Layout feature uses the left margin and the insertion point to remember the exact positions of each stop location. Both the left and right margin setting, along with any tabs set between them, are stored with the layout. However, the insertion point is not. If the auto insertion point is changed after the form is set up, the programmed stops will not align properly. Therefore, it is suggested that a blank form noting the original paper insertion point be saved so the insertion point can be reset.
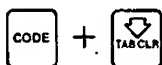
CODE + TAB CLR

1 Press **CODE + TAB CLR** to clear existing margins and tabs

2 Auto insert your form
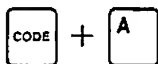
CODE + A

3 Set the Auto Insertion point (**CODE + A**)

4 Type an **X** to mark the insertion point

5 Set the left and right margin at the edge of the form

6 If working with an invoice form, set tabs to fill-in the variable line items (e.g. Quantity, Description, Price, etc.)

CODE + E EJECT
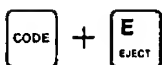
7 Remove the form (**CODE + E**)

Save this form with the insertion position marked so it can be reset if necessary.

8

Stop Positions

The following keys are used to advance to the desired stop positions when creating a form.

SPACE BAR	**INDEX** (↓)
BACKSPACE	**REVERSE INDEX** (↑)
CODE + SPACE BAR	**SHIFT + INDEX** (↓)
(Micro Space)	**SHIFT + REVERSE INDEX** (↑)
CODE + H	**RETURN**
(Half Space)	

A maximum of 99 stops can be stored in forms memory. If you try to set more, your screen will prompt:

```
TOO MANY STOP POINTS
```

Press **MAIN MENU** to clear this prompt and end the form.

If you set a stop within the hot zone (between bell and right margin), indent will be ignored when the form is printed.

8

Storing Stop Positions

1 Set up the form as outlined in the previous instructions

2 Press **MAIN MENU**

3 Press **C** (for Create)

4 Press **CODE + EXPR**
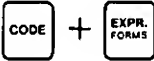
An asterisk will be displayed before the text name as shown below:

```
┌─────────────────────────────────────────┐
│               CREATE                     │
├─────────────────────────────────────────┤
│                                         │
│   Text Name         [*█           ]     │
│                                         │
├─────────────────────────────────────────┤
│   RETURN/RELOC to Enter or ESC          │
└─────────────────────────────────────────┘
```

5 Type the text name
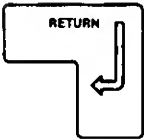
6 Press **RETURN**

7 Auto insert the form

8 Advance to the position where you would like to set the first stop position

9 Press **TAB SET**

Your screen will prompt:

```
┌─────────────────────────────────────────┐
│             STOP POSITION                │
├─────────────────────────────────────────┤
│   Prompt      [█                    ]    │
├─────────────────────────────────────────┤
│   Enter message you want to see when printing │
│   RETURN/RELOC to Enter or ESC          │
└─────────────────────────────────────────┘
```

TO ASSIGN A PROMPT:

Type a name

• Type a name and press **RETURN**
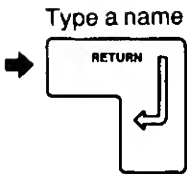
TO AUTO INSERT A PHRASE:
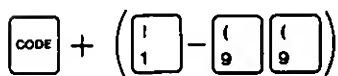
CODE + ([1] - [9] [9])

• Press **CODE** + **1--99** (your choice)

Your screen will prompt:

```
┌─────────────────────────────┐
│            COPY             │
├─────────────────────────────┤
│ Phrase [XX]    Yes    No    │
└─────────────────────────────┘
```

[Y] / [N]

• Press **Y** (for Yes) or **N** to clear prompt

IF NO PROMPT IS REQUIRED:
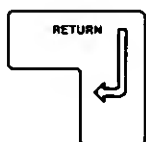
[RETURN]

• Press **RETURN**

10 Continue with the steps outlined to set the remaining stops

[MAIN MENU] **11** Press **MAIN MENU** to end the form

8

Form Fill-In

The **PRINT** key advances you to each stop position stored in the Forms Layout memory.

DEC TAB and **TAB** will advance you to tabs set on the writing line. **DEC TAB** will align decimal points at the tab position and whole numbers or text to the left of the tab setting. TAB aligns all characters to the right of the tab setting.

For example, **DEC TAB** would be used to align Quantity, Item, Unit Price or Total. **TAB** would be used to align description.

Press **RETURN** to begin each new line item when accessing tabs on the writing line. When the line items are complete, press **PRINT** to advance to the next stop stored in Forms Layout memory.

It is important to note that the Forms Layout acts as a continuous loop and will advance to the first stop position when the **PRINT** key is pressed at the last stop position. The prompt "TOP OF FORM" will be displayed when you return to the first stop position. This enables you to fill-in several forms without recalling the form layout each and every time.

If the prompt "CANNOT COPY" is displayed when filling in your form, manually type the required information and press **PRINT** to continue. When the form is complete, check to see if the phrase was deleted.

8

Filling-In a Form

1 Press **MAIN MENU**

2 Press **E** (for Edit)
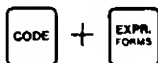
3 Press **CODE + EXPR**

Your screen will prompt:

```
┌─────────────────────────────────────────────────┐
│                     EDIT                         │
├─────────────────────────────────────────────────┤
│          Text Name          [*█         ]        │
├─────────────────────────────────────────────────┤
│  RETURN - Enter/List, RELOC - Enter All or ESC   │
└─────────────────────────────────────────────────┘
```

4 Type the text name

5 Press **RETURN**
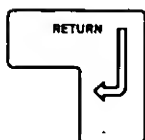
6 Auto insert the form

7 Press **PRINT**

The printer will advance to the first stop and display a prompt. If a phrase was recalled while storing the stop position, the phrase will print and advance to the next stop position.

8

8 Type the information required

or

Press **CODE + 1–99** to recall a phrase

Your screen will prompt:

```
┌─────────────────────────────────────┐
│                COPY                 │
├─────────────────────────────────────┤
│  Phrase [XX]    ▐ Yes ▌   No         │
└─────────────────────────────────────┘
```

Press **Y** (for Yes)

9 Press **PRINT** to advance to each stop positioned on the form

10 When the form is complete, press **CODE + E** to eject the form
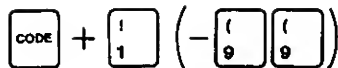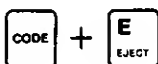
11 Press **MAIN MENU** to exit the Form Layout

or

Auto Insert a second form and Press **PRINT** to continue from the top of the form .

Correcting Errors on a Form

Correcting Errors at a Current Stop Position

Press **CORRECT** to delete characters to the left, or press **QUICK ERASE** to delete an entire word to the left.

If the stop position has several lines of text, you may use the same correction procedures as those outlined when making corrections within the correction memory.

Correcting Errors at a Previous Stop Position

1 Set the MODE selector at **NORM**
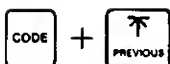
2 Press **CODE + REVERSE INDEX** (↑) to reach the stop position containing the error
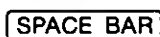
3 **SPACE** to position printer over the error(s)
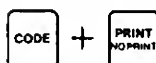
4 Press the **CODE + PRINT** key to enter NO PRINT mode

5 Retype the error and press the **CORRECT** key to make your correction

NOTE: If the text was typed in **JSTFY**, keep the MODE selector on **JSTFY**, press **CODE + PRINT** and retype the entire line until the printer returns. Press **CORRECT** until all characters are deleted from the display and the printer advances to the end of the previous line. Make corrections as you would within the correction memory.

Adding Stop Positions

1 Recall the form from memory

2 Auto insert the form

3 Press the **PRINT** key until you reach the stop position closest to the one you want to insert

4 Move to the desired position

5 Press **TAB SET**

Inserting a Stop Position to the Left of the Current Stop

An indent is automatically set at each stop. Therefore, if you want to move the printer to the left of the tab to add a new tab stop, you will have to release the Indent.

1 Press the **PRINT** key until you reach the stop position closest to the one you want to insert

2 Press ⊣**IND** to release the indent

3 Press **RETURN**
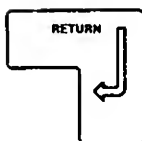
4 Move to the desired stop position

5 Press **TAB SET**

Deleting Stop Positions

1 Recall the form from memory

2 Auto insert the form from memory

3 Press the **PRINT** key until you reach the stop position to be deleted

4 Press **TAB CLR**

Deleting an Automatic Phrase Insertion Stop Position

1 Recall the form from memory

2 Auto insert the form

3 Press **PRINT** until you pass the stop position to be deleted

4 Press **CODE + REVERSE INDEX** (↑) to return to the stop position to be deleted

5 Press **TAB CLR** to delete the position
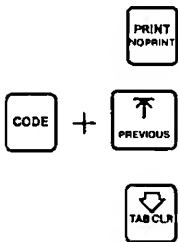
Editing Prompts

To edit the prompt, the tab stop must be deleted and then reset

1 Delete the tab stop with the incorrect prompt (Press TAB CLR)

2 Press **TAB SET**

You can reset the tab in the same position, if desired

Your screen will prompt:

```
                        STOP POSITION

Prompt        [█                                           ]

Enter message you want to see when printing
RETURN/RELOC to Enter or ESC
```

3 Type the new message

4 Press **RETURN**

5 Press **MAIN MENU** to exit the form
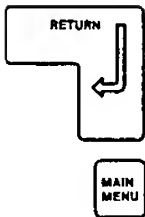
Calculator

The KX-E2500 comes equipped with a pop-up calculator which enables you to perform arithmetic functions. The calculator can be displayed while in or out of memory. The KX-E2500 also enables you to insert the result of the calculation into your document. A maximum of 10 digits can be displayed at one time. If your result exceeds 10 digits the calculator will prompt:

```
                          ··OVERFLOW··
```

Using the Calculator

1 Position the cursor at the location you want the result of calculation in the memory mode if needed

2 Press **CODE** + **RELOC** to display the calculator
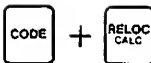
Your screen will prompt:

```
                    CALCULATOR

                                               0

        +                ADDITION
        −                SUBTRACTION
        *                MULTIPLICATION
        /                DIVISION
        =                RESULT
        ┘                RESULT

        C                COMMA ON/OFF
        D                DECIMAL PLACES(0-3)
        E                CLEAR ENTRY
        INSERT           INSERT RESULT
        BACKSPACE        DELETE 1 DIGIT
        CORRECT          CLEAR ALL
        ESC              EXIT
```

3 Calculate using the following keys

0-9	inputs numeric data
.	decimal point
EXPR, SHIFT + 8	multiplication
/, TAB SET	division
+, L.MGN	addition
−, TAB CLR	subtraction
=, RETURN	excutes calculation
BACKSPACE	deletes 1 digit
E	clears last entry
CORRECT	clears all

8

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- If you want to automatically place commas in the appropriate position of the input data or the result,

Press **C**

If you want to turn this feature off, press **C** again.

4 Press **INSERT** to enter the result of calculation and exit the calculation mode

or

Press **ESC** to exit if you do not want the results entered into your text

Fixing Decimal Places

You can get the result of calculation with the fixed decimal places. However, when the result is over 10 digit, the digits exceeding 10 digits are not displayed.
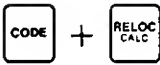
1 Press **CODE + RELOC**

Your screen will display the calculation menu.

2 Press **D**

Your screen will prompt:

```
  SELECT DECIMAL PLACES

   0    1    2    3    N

N means not fixed
RETURN/RELOC to Enter or ESC
```

0	no decimal place
1	1 decimal place
2	2 decimal places
3	3 decimal places
N	not fixed decimal places

3 Highlight your selection using the **LEFT ARROW** (◁) or **RIGHT ARROW** (▷) key
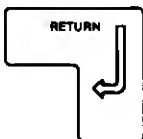
4 Press **RETURN** to enter

9. SPELLCORRECT©

Spellcorrect° offers a Houghton Mifflin 63,000 word base dictionary which is ROM (Read Only Memory) based. This means that the words in the dictionary cannot be edited or erased.

Along with the base dictionary, Panasonic has included a 200 word user glossary. The glossary allows you to store 200 words that will be used in conjunction with the base dictionary. Words may be added to or deleted from the glossary one at a time in the typewriter and memory modes. In addition, while in the typewriter mode you have the ability to input an entire text of words into the user glossary at one time. The glossary can also be output to a text memory so that you can store it to disk.

The SpellCorrect° operation is the same when typing in the typewriter or memory mode. When an unrecognized, misspelled or doubled word is typed, your typewriter will beep twice and the word will flash on your display. You have the ability to manually correct the word, display alternate spelling suggestions, skip the word, insert the word into the user glossary, or quit the SpellCorrect feature.

However there are a few exceptions to this rule:

- When typing in the typewriter mode with your mode selector set on NORM if an unrecognized or double word is typed, your only option is to correct the word and continue typing. Therefore, to take full advantage of the SpellCorrect° feature in typewriter mode, it is suggested that you type in the DISP or JSTFY mode.

- Only in the typewriter mode can you to input an entire text of words into the user glossary or output the glossary to a text memory. This is one reason why the SpellCorrect° menu differs when displayed in the typewriter and memory modes.

- Only in the memory mode can you Scan an existing phrase or text for spelling errors.
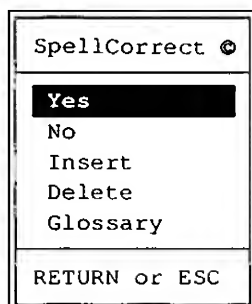
9

Typewriter Mode

```
┌─────────────────────┐
│ SpellCorrect ©      │
├─────────────────────┤
│ Yes                 │
│ No                  │
│ Insert              │
│ Delete              │
│ Glossary            │
├─────────────────────┤
│ RETURN or ESC       │
└─────────────────────┘
```

Yes   Turns SpellCorrect° On and checks each word as it is typed.

No   Turns SpellCorrect° Off.

Insert   Inserts a word into the glossary.

Delete   Deletes a word from the glossary.

Glossary Enables you to input words typed in text memory into the user glossary or output a glossary to text the memory. You also have the ability to list the glossary on the display, as well as print or clear it.

Memory Mode
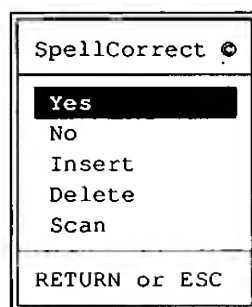
```
┌─────────────────────┐
│ SpellCorrect ©      │
├─────────────────────┤
│ Yes                 │
│ No                  │
│ Insert              │
│ Delete              │
│ Scan                │
├─────────────────────┤
│ RETURN or ESC       │
└─────────────────────┘
```

Yes   Turns SpellCorrect° On and checks each word as it is typed.

No   Turns Spellcorrect° Off.

Insert   Inserts a word into the glossary.

Delete   Deletes a word from the glossary.

Scan   Searches through an entire document for misspelled or double words.

9

Turning SpellCorrect© On

[SPELL CORRECT]

1 Press **SPELLCORRECT**

Your screen will prompt:

```
SpellCorrect ©

  Yes
  No
  Insert
  Delete
  Glossary

  RETURN or ESC
```

[Y]

2 Press **Y** (for Yes)

Your screen will display SPELL on the top line.

3 Begin typing

Turning SpellCorrect© Off

[SPELL CORRECT]

1 Press **SPELLCORRECT** when a word is not flashing on the screen

Your screen will prompt:

9

```
SpellCorrect ©

  Yes
  No
  Insert
  Delete
  Glossary

  RETURN or ESC
```

[N RENAME]

2 Press **N** (for No)

3 Continue typing

Quit

Quit enables you to turn SpellCorrect© off when an unrecognized word is flashing.

Quitting SpellCorrect©

1 Press the **SPELLCORRECT** key

Your screen will prompt:

```
Alternatives, Skip, Insert, Quit ?
```

2 Press **Q** (for Quit)

Your typewriter will beep once to confirm that SpellCorrect© has been deactivated.

9

Making Manual Corrections

1 Turn SpellCorrect° On and begin typing

When an unrecognized word is typed, the system will "beep" twice and the word will flash on the display

2 Backspace to position the printer to the right of the error

3 Press **QUICK ERASE** to delete the entire word

or

Press **CORRECT** to delete one character at a time

4 Make the correction and continue typing

Exercise

Type the following paragraph in the **DISP** or **JSTFY** mode. Use the steps outlined above to correct the errors. Remember, the error will flash on the display. There is no need to correct proper names; therefore, continue typing although the word will continue to flash on the display.

```
There will be a company meetiing in the large conferance
room located in the south lobbie.  Mr. Penter will be
arriving at the airpout at approximatly the same time as
Dr. Carlton.  The doctor is our guast speaker at this
meeting.  Please arrange for a limosine to pick them up at
the airport, promptly at 5:30 o'clock.
```

9

Alternatives

The Alternatives selection displays alternate spelling suggestions in the grey area at the bottom of the screen. When a word is selected, it is automatically inserted onto the text. When scanning a document, the system will advance to the next unrecognized word automatically.

Displaying Alternate Spelling Suggestions

1 Turn SpellCorrect° on and begin typing

When an unrecognized word is typed, the system will "beep" twice and the word will flash on the display.

2 Press the **SPELLCORRECT** key

Your screen will prompt:

```
Alternatives, Skip, Insert, Quit ?
```

3 Press **A** (for Alternatives)

The system will briefly display the prompt, "MACHINE IS BUSY" while searching for spelling suggestions.

- One of the following prompts will appear to the right of the spelling suggestions:

   ⏎ **Select or ESC**
   Displayed when all spelling suggestion available are shown.

   ▽ **More,** ⏎ **Select or ESC**
   Displayed when another panel of spelling suggestions is available.

   △ **More,** ⏎ **Select or ESC**
   Displayed when at the last panel of spelling suggestions.

   If you want to display the another panel, press **DOWN ARROW** (▽) or **UP ARROW** (△).

9

• If the word you are looking for is not among the list of alternative spelling suggestions:

Press **ESC** to return to the SpellCorrect° menu shown in step number 2 and choose another option.

or

Press **ESC** twice to exit the SpellCorrect° menu and make a manual correction.

• If no spelling suggestions are available, the. following prompt will appear:

```
NO ALTERNATIVES!
```

Press **ESC** to return to the SpellCorrect° menu shown in step number 2 and choose another option.

or

Press **ESC** twice to exit the SpellCorrect menu and make a manual correction.
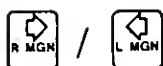
4 Press **RIGHT ARROW** (▷) or **LEFT ARROW** (◁) to highlight the correct spelling
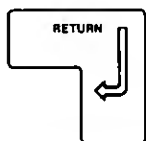
5 Press **RETURN** to insert the correct spelling

Correcting a Double Word

The KX-E2500 will delete the second occurrence of a double word for you automatically.

9

1 Turn SpellCorrect° on and begin typing

When the same word is typed twice, the system will "beep" twice and both words will flash on the display.

2 Press the **SPELLCORRECT** key

Your screen will prompt:

```
Correct, Skip, Quit ?
```

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C `CHGWORD` / **S** `SEARCH` / **Q** `MEMLEFT`

3 Press **C** (for Correct) to delete the second word

Press **S** (for Skip) to leave both words

Press **Q** (for Quit) to turn SpellCorrect° off

4 Continue typing

Skip

Not all words that are flagged by the system require correction, nor do they need to be inserted into the user glossary. For this reason, the KX-E2500 enables you to "skip" over a flashing word. This feature is ideal when a proper name or company name not normally typed is flagged by the system.

Skipping a Flashing Word

1 Turn SpellCorrect° On and begin typing

When an unrecognized word is typed, the system will "beep" twice and the word will flash on the display.

SPELL CORRECT

2 Press the **SPELLCORRECT** key

Your screen will prompt:

```
Alternatives, Skip, Insert, Quit ?
```

S `SEARCH`

3 Press **S** (for Skip)

The typewriter will "beep" once to confirm your selection and the word will stop flashing.

4 Continue typing.

9

Insert

Frequently typed proper names or industry specific terms will be unrecognized by the SpellCorrect° base dictionary. Therefore, the KX-E2500 enables you to insert 200 words (maximum 30 characters each) into the user glossary to be used in conjunction with your base dictionary.

Although the base dictionary is not sensitive to upper or lower case characters, there are a few rules to keep in mind when inserting words into the user glossary. You must enter a word into the glossary in all lower case letters in order for that word to be recognized regardless of case. However, you may want Spell-Correct° to alert you when a proper name is not capitalized. In this instance, it is best to insert the word into the glossary typed in initial caps. Below is an example of how SpellCorrect° accepts upper and lower case.

You Insert	SpellCorrect° Recognizes
panasonic	panasonic, Panasonic, PANASONIC
Panasonic	Panasonic, PANASONIC
PANASONIC	PANASONIC

Words can be inserted into the user glossary one at a time with the SpellCorrect° feature on or off as well as in typewriter or memory modes. An entire text of words can be input into the glossary while in the typewriter mode only.

9

Inserting a Word into the Glossary with SpellCorrect© On

1 Turn SpellCorrect° On and begin typing

When an unrecognized word is typed, the system will "beep" twice and the word will flash on the display.

2 Press the **SPELLCORRECT** key

Your screen will prompt:

```
Alternatives, Skip, Insert, Quit ?
```

3 Press **I** (for Insert)

Your typewriter will "beep" once to confirm that the word was entered into the glossary.

• If the glossary is full, your screen will prompt:

```
GLOSSARY FUll!
```

Press **ESC**

4 Continue typing

9

Inserting a Word into the Glossary with SpellCorrect© Off

1 Type the word you would like inserted and space once

[SPELL CORRECT]

2 Press the **SPELLCORRECT** key

The screen will prompt:

```
┌─────────────────────┐
│ SpellCorrect ©      │
├─────────────────────┤
│  █Yes██████████     │
│   No                │
│   Insert            │
│   Delete            │
│   Glossary          │
├─────────────────────┤
│ RETURN or ESC       │
└─────────────────────┘
```

[I / INS CODE]

3 Press **I** for Insert

The typewriter will "beep" once to confirm

Exercise

Type the following sentence in the **DISP** mode and insert the word "Cardiopathy" into the glossary as you are typing.

> Dr. Carlton will be discussing the probable cause of
> cardiopathy affecting men and women 30 years of age and
> older.

Now insert the following medical terms into the glossary:

adenopathy, rhinopathy, angiopathy, dermopathy

9

Delete

Deleting a Word from the Glossary

1 Position the cursor one space to the right of the word to be deleted from the glossary

2 Press the **SPELLCORRECT** key

3 Press **D** (for Delete)

• If you try to delete a word that does not exist in the glossary, your screen will prompt:

> WORD NOT IN GLOSSARY!

Press **ESC** to clear the prompt

Exercise

Delete the word "angiopathy" from the glossary. Your glossary should now contain four medical terms.

9

Scan

The Scan feature searches through a phrase or text for unrecognized, misspelled, or double words. It will scan the text from the current cursor position to the end of the document. Therefore, it is best to position the cursor at the beginning of the document before activating a scan.

If you ESC to make a manual correction in the Scan mode, the scan will be deactivated. You must repeat steps 2 and 3 below to continue.

Scanning a Text or Phrase Memory

1 Access a Phrase or Text Memory

2 Press the **SPELLCORRECT** key

The screen will prompt:

```
┌─────────────────────┐
│ SpellCorrect  ☉     │
├─────────────────────┤
│  Yes                │
│  No                 │
│  Insert             │
│  Delete             │
│  Scan               │
├─────────────────────┤
│ RETURN or ESC       │
└─────────────────────┘
```

3 Press **S** (for Scan)

The cursor will advance to the right of the first unrecognized word, "beep" three times, and the word will flash on the display.

The following prompt will appear:

```
┌──────────────────────────────────────────────┐
│     Alternatives, Skip, Insert, Quit ?        │
└──────────────────────────────────────────────┘
```

Alternatives   Displays a list of alternate spelling suggestions, automatically inserts the word you select into the document and advances to the next unrecognized word.

Skip   Cancels the flashing and advances the cursor to the next unrecognized or double word.

9

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Insert		Inserts the flashing word into the user glossary and advances to the next unrecognized or double word.
Quit		Turns SpellCorrect° off when a word is flashing

4 Type the first letter of your selection.

For a detailed explanation of Alternatives, refer to the instructions under "Displaying Alternate Spelling Suggestions."

5 Repeat step 4 for each flashing word.

When the scan is complete the cursor will appear at the end of the document

Exercise

With the SpellCorrect° feature turned off, create a text named **SCAN** and type the following paragraph without correcting errors. Close the text when finished.

```
Approximately 50 precent of Dr. Carlton's patients suffer
from such seveare gastritis for which the only corrective
measure available is a gastrectomy.  He feels the inkrease
in stomach disorrders is directly related to poor eating
habets and unhealthy life styles.
```

9

To practice, recall the text **SCAN** and scan the document. Follow the instructions outlined above and correct the document as you advance to each error. Skip the proper name and when you reach the word "gastrectomy," add this word to the glossary.

Glossary

The Glossary feature is only available when in the typewriter mode. It enables you to input an entire text into the user glossary at one time. Once the glossary is input to text memory, it can be stored to disk. You also have the ability to output the user glossary to a text memory. Storing a text file containing the glossary words to disk gives you an opportunity to clear the glossary and create another. This is ideal when several glossaries are required for specific work environments such as legal or medical. The glossary feature also enables you to display or print the words contained in the glossary.

When you input a text to the glossary, SpellCorrect° will add the words in the text to those currently in the glossary. If you want only the words from the text in the glossary, clear the entire glossary before reading the text. If a word you are inputing already exists in the main dictionary, it will not be added to the user glossary.

Inputing a Text File into the User Glossary

1 Create a document in text memory containing words to be input into the user glossary

Each word must be followed by a space or a manual return to be accepted into the user glossary.

2 Press the **MAIN MENU** key to close the file and return to the typewriter mode

3 Press the **SPELLCORRECT** key

Your screen will prompt:

```
SpellCorrect ☉

  Yes
  No
  Insert
  Delete
  Glossary

RETURN or ESC
```

9

G

4 Press **G** (for Glossary)

Your screen will prompt:

```
     GLOSSARY

   Input
   Output
   Clear
   List

   RETURN or ESC
```

I
ALT CODE

5 Press **I** to Input the text into the Glossary

Your screen will prompt:

```
            INPUT TO GLOSSARY FROM:

            Text Name            [█            ]

   RETURN - Enter/List, RELOC - Enter All or ESC
```

6 Type the name of the text containing the words to be input into the glossary

RETURN

7 Press **RETURN**

The typewriter will "beep" to confirm that the words have been input into the user glossary.

- If you type a text name that does not exist, the screen will prompt:

```
                    NOT LOCATED!
```

Press **ESC** and enter the correct text name and press **RETURN**

QUICK
ERASE
ESC

8 Press **ESC** twice to exit
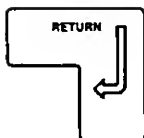
Exercise

Create a new text and name it **ADDWORDS**. Type the following medical terms into the text and close the text when finished.

Nephrosis, cerebrosis, enteropathy, hepatosis

Follow the instructions above, and input the text **ADDWORDS** into the glossary. Your glossary should contain a total of eight words, the four you added individually and the four you just added.

Outputing a Glossary to Text Memory

[SPELL CORRECT]

1 Press the **SPELLCORRECT** key in the typewriter mode

The screen will prompt:

```
SpellCorrect ©

 Yes
 No
 Insert
 Delete
 Glossary

RETURN or ESC
```

[G]

2 Press **G** (for Glossary)

Your screen will prompt:

```
    GLOSSARY

 Input
 Output
 Clear
 List

RETURN or ESC
```

9

[O]

3 Press **O** to Output the glossary to a text

The screen will prompt:

```
OUTPUT FROM GLOSSARY TO:

Text Name        [█        ]

RETURN/RELOC to Enter or ESC
```

4 Type a new text name
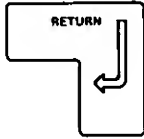
5 Press **RETURN**

The typewriter will "beep" once to confirm and the Glossary menu will be displayed.

• If you try to output the glossary to an existing text, your screen will prompt:

```
XXXXXXXXXX  EXISTS

Overwrite   Rename
```

Press **O** to Overwrite the existing text with the glossary

or

Press **R** to Rename the output file

Your screen will prompt:

```
             RENAME

New  Name            [█            ]

RETURN/RELOC to Enter or ESC
```

Type a new text name to output the glossary to and press **RETURN**

6 Press **ESC** twice to exit

Exercise

Following the instructions above, output the current glossary to a text and name the text **MEDTERMS**.

Print the text, **MEDTERMS**. It should contain the eight words you added.

List

The List feature enables you to display or print the words contained in the glossary. This feature is convenient when you want to check if a word was inserted into or deleted from the user glossary.

If the user glossary does not contain any words, the screen will prompt:

```
                    NOT LOCATED!
```

Listing the Glossary

1 Press the **SPELLCORRECT** key in typewriter mode

2 Press **G** (for Glossary)

Your screen will prompt:

```
        GLOSSARY

      Read
      Write
      Clear
      List

      RETURN or ESC
```

3 Press **L** (for List)

Your screen will prompt:

```
          LIST

      Display
      Print

      RETURN or ESC
```

4 Press **D** (for Display)

The words in the Glossary will be displayed on screen.

9

Printing the Glossary

1 Repeat steps 1–3 under "Listing the Glossary"

Your screen will prompt:

```
┌─────────────────────┐
│      LIST           │
├─────────────────────┤
│ ███████████         │
│  Display            │
│  Print              │
├─────────────────────┤
│ RETURN  or  ESC     │
└─────────────────────┘
```

2 Auto insert a sheet of paper

3 Press **P** (for Print)

Clear

The clear feature enables you to clear the entire user glossary. Separate glossaries can be created for different applications. You could create one glossary containing medical terms and output it to a text memory. Once the user glossary is listed in a text memory, the user glossary can be cleared. Then a second glossary containing legal terms could be created. There is just one reason to clear a user glossary, put simply it gives you more versatility.

Clearing a Glossary

SPELL CORRECT

1 Press the **SPELLCORRECT** key in the typewriter mode

G

2 Press **G** (for Glossary)

Your screen will prompt:

```
        GLOSSARY

    Read
    Write
    Clear
    List

    RETURN or ESC
```

C
CHGWORD

3 Press **C** (for Clear)

Your screen will prompt:

```
    CLEAR  GLOSSARY  ?

      Are  You  Sure  ?

        Yes        No
```

RETURN / **N** RENAME
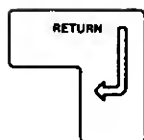
4 Press **RETURN** to select Yes

or

Press **N** to select No

QUICK ERASE ESC
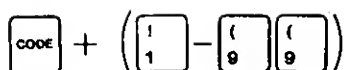
5 Press **ESC** twice to exit

10. TEXT MANAGEMENT

This section will enable you to master the handling of your text files. The KX-E2500 enables you to advance from one phrase or text location to another for quick access without the need to exit each text. There are two selections listed on the Main Menu which are dedicated to managing your text files in the internal memory: List and More. List enables you to display or print the directory; More enables you to delete or rename files. In addition, the KX-E2500 gives you the ability to delete (clear) all text memory, all phrase memory, or all memory. The choice is yours.

Advancing from One Phrase Location to Another
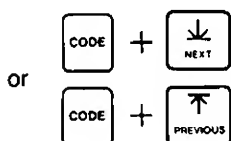
The KX-E2500 enables you to quickly advance (jump) from one phrase location to another. When you "jump" from phrase to phrase, your screen will display the first few characters of the phrase. You can jump in ascending (1–99) or descending (99–1) order through phrase locations. This is simply another way to access a phrase without the need to type in the phrase location.

1 Press **CODE + 1–99**

The phrase you choose will be displayed on the screen

2 Press **CODE + INDEX** (↓) to jump in ascending order

The phrase in the next location will appear on the screen.

(example: if you initially recalled phrase number 2, when you press **CODE + INDEX** (↓) phrase number 3 will appear on your screen.)

or

Press **CODE + REVERSE INDEX** (↑) to jump in descending order

When you reach phrase number 99, your typewriter will beep three times if **CODE + INDEX** (↓) is pressed. This is to alert you that you are at the end of phrase memory. The same will happen when you reach phrase number 1 and press **CODE + REVERSE INDEX** (↑) .

10

Advancing from One Text Location to Another

The KX-E2500 enables you to quickly advance (jump) from one text file to another. When you "jump" from text to text, you will actually be in that text file. Jumping from text to text is only possible with the cursor positioned at the beginning of the document. You can jump forward and backward through your text files. This is simply another way to access a text memory without the need to recall the text.

1 Recall a text

2 Press **EXPR** to be sure your cursor is positioned at the beginning of the document.

3 Press **CODE + INDEX** (↓) to jump to the next text location

or

Press **CODE + REVERSE INDEX** (↑) to jump to the previous text location

10

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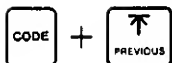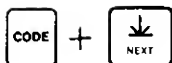
List

The List feature on the main menu enables you to display or print the directory of text names contained in the internal memory. It will display the text name and the amount of memory used by that file. The first line of the directory will display the total number of files in your internal memory and the remaining number of characters available in the internal memory. An asterisk (*) before a text name indicates a forms layout file. An exclamation mark (!) before a text name indicates a phrase file.

Displaying a List of Text Names

MAIN
MENU

1 Press the **MAIN MENU** key

The screen will prompt:

```
   MAIN MENU

   Create
   Edit
   List
   Print
   Disk
   More

  RETURN or ESC
```

L

2 Press **L** (for List)

The screen will prompt:

```
      LIST

   Display
   Print

  RETURN or ESC
```

10
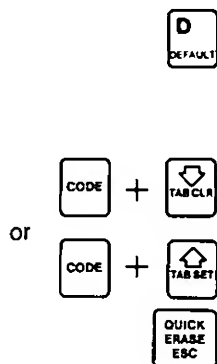
3 Press **D** (for Display)

The directory listing all text files in the internal memory will be displayed

Press **CODE + DOWN ARROW** (⬇) to view the next screen

or

Press **CODE + UP ARROW** (⬆) to view the previous screen

4 Press **ESC** to exit

Printing a List of Text Names

1 Auto insert a sheet of paper

2 Press the **MAIN MENU** key

The screen will prompt:

```
       MAIN MENU

    Create
    Edit
    List
    Print
    Disk
    More

   RETURN or ESC
```

3 Press **L** (for List)

The screen will prompt:

```
        LIST

    Display
    Print

   RETURN or ESC
```
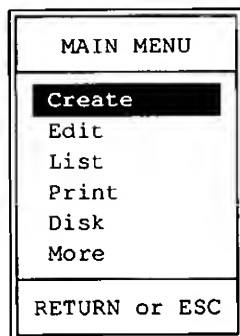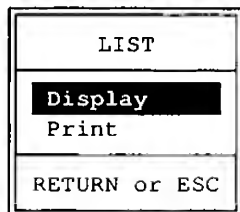
4 Press **P** (for Print)

The directory listing all text files in the internal memory will print.

10

More

The More feature on the Main Menu enables you to rename a text file or delete one to eight files at a time from the internal memory.

Renaming a Text from the Main Menu

MAIN
MENU

1 Press the **MAIN MENU** key

The screen will prompt:

```
┌─────────────────────┐
│     MAIN  MENU      │
│                     │
│  ▐Create           │
│   Edit              │
│   List              │
│   Print             │
│   Disk              │
│   More              │
│                     │
│  RETURN or ESC      │
└─────────────────────┘
```

M
MARK

2 Press **M** (for More)

The screen will prompt:

```
┌─────────────────────┐
│        TEXT         │
│                     │
│   ▐Delete          │
│    Rename           │
│                     │
│  RETURN or ESC      │
└─────────────────────┘
```

R
REF CODE

3 Press **R** (for Rename)

The screen will prompt:

```
┌──────────────────────────────────────────────────┐
│                     RENAME                         │
│                                                    │
│         ▐Text Name        [█          ]           │
│          New Name          [          ]           │
│                                                    │
│  RETURN - Enter/List, RELOC - Enter All or ESC    │
└──────────────────────────────────────────────────┘
```

Type the text name

→ [RETURN key image]

Type the new name

→ [RETURN key image]

[QUICK ERASE ESC key image]

4 Type the text name to be changed and press **RETURN**

or

Press **RETURN** to display the directory

Cursor to the desired text name and press **RETURN**

5 Type the new name and press **RETURN**

• If the new name already exists, the screen will prompt:

TEXT ALREADY EXISTS!

Press any key to return to the Rename menu

Type a different text name and press **RETURN**

6 Press **ESC** three times to exit

Renaming a Text while in Memory

1 Access the text memory to be renamed

[CODE key] + [N RENAME key]

2 Press **CODE + N** (for Name)

The screen will prompt:

RENAME
New Name   [■   ]
RETURN/RELOC to Enter or ESC

Type the new name

→ [RETURN key image]

3 Type the new name and press **RETURN**

The new text name will be diplayed on the prompt line.

• If the new name already exists, the screen will prompt:

TEXT ALREADY EXISTS!

Repeat steps 2 and 3 and type a different text name

10
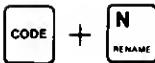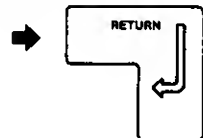
Deleting a Text while in Memory

1 Access the text to be deleted

2 Press **EXPR** to position the cursor at the beginning of the document

3 Press **CORRECT**

The screen will prompt:

```
CLEAR THIS TEXT ?

       Are You Sure ?

       Yes       No
```

4 Press **Y** (for Yes)

The typewriter will "beep" once to confirm and return to the typewriter mode.

or

Press **N** to clear the prompt

Deleting a Single Text from Memory

1 Press the **MAIN MENU** key

The screen will prompt:

```
MAIN MENU

Create
Edit
List
Print
Disk
More

RETURN or ESC
```

M
MARK

2 Press **M** (for More)

The screen will prompt:

```
┌─────────────────────┐
│        TEXT         │
├─────────────────────┤
│ ███████████████████ │
│   Delete            │
│   Rename            │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

D
DEFAULT

3 Press **D** (for Delete)

The screen will prompt:

```
┌────────────────────────────────────────────────────┐
│                      DELETE                          │
├────────────────────────────────────────────────────┤
│        Text  Name          [█           ]            │
├────────────────────────────────────────────────────┤
│ RETURN - Enter/List, RELOC - Enter All or ESC        │
└────────────────────────────────────────────────────┘
```

4 Type the text name to be deleted

RETURN

5 Press **RETURN**

The screen will prompt:

```
┌─────────────────────────┐
│ DELETE   XXXXXXXXXX      │
├─────────────────────────┤
│   Are You Sure ?         │
├─────────────────────────┤
│    Yes      No           │
└─────────────────────────┘
```

Y

6 Press **Y** (for Yes)

QUICK ERASE ESC

7 Press **ESC** twice to return to the typewriter mode

10

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Deleting Multiple Texts from Memory

MAIN MENU

1 Press the **MAIN MENU** key

The screen will prompt:

```
╔═══════════════════════╗
║      MAIN MENU        ║
║                       ║
║ ▐ Create            ▌ ║
║   Edit                ║
║   List                ║
║   Print               ║
║   Disk                ║
║   More                ║
║                       ║
║   RETURN or ESC       ║
╚═══════════════════════╝
```

M **MARK**

2 Press **M** (for More)

The screen will prompt:

```
╔═══════════════════════╗
║        TEXT           ║
║                       ║
║ ▐ Delete            ▌ ║
║   Rename              ║
║   RETURN or ESC       ║
╚═══════════════════════╝
```

D **DEFAULT**

3 Press **D** (for Delete)

The screen will prompt:

```
┌─────────────────────────────────────────────────────┐
│                      DELETE                           │
├─────────────────────────────────────────────────────┤
│         Text Name           .    [█          ]        │
├─────────────────────────────────────────────────────┤
│  RETURN - Enter/List, RELOC - Enter All or ESC        │
└─────────────────────────────────────────────────────┘
```

10

4 Press **RETURN** to display the directory as shown below

```
┌─────────────────────────────────────────────────────────────────────────┐
│   List of Memory                20 Files            1234  Characters Free │
├─────────────────────────────────────────────────────────────────────────┤
│   _ ▛BILLING    4536▜   _  DATE         350    _  EXECUTOR      300        │
│   _  EXPENSES    2345   _  FAMILY       400    _  FRAME         345        │
│   _  INTENT       500   _  INVITATION   570    _  IMPROVE       287        │
│   _  LATEACCTS   1090   _  LEGAL       7777    _  LETTER       1000        │
│   _  OVERDUE      543   _  PANASONIC   6666    _  PERMIT       7000        │
│   _  PROPERTY    5678   _  RISK         287    _  SHARES        287        │
│   _  TEXT1        333   _  TRAVEL       290                                │
│                                                                           │
│                                 .                                         │
│                                                                           │
├─────────────────────────────────────────────────────────────────────────┤
│   To Select/Cancel:  Press Spacebar,   RETURN to execute, ESC to exit     │
└─────────────────────────────────────────────────────────────────────────┘
```

5 Highlight the text name to be deleted

SPACE BAR

6 Press **SPACE BAR**

An asterisk will appear on the line before the text name.

7 Repeat steps 5 and 6 for each text to be deleted (maximum 8 files)

The typewriter will "beep" three times if you try to delete more than 8 files at one time.

8 Press **RETURN**

The screen will prompt:

```
┌─────────────────────────────────────────────────┐
│              ARE YOU SURE Y/N?                    │
└─────────────────────────────────────────────────┘
```

10
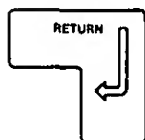
9 Press **Y** (for Yes)

All files selected are deleted.

or

Press **N** (for No) and press **ESC** three times to exit

Clearing All Text Memory
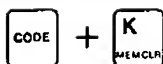
CODE + **K** 　1　Press **CODE** + **K** (for Clear Memory)

The screen will prompt:

```
┌─────────────────────┐
│   CLEAR MEMORY      │
├─────────────────────┤
│  ▉Text▉             │
│  Phrase             │
│  All Memory         │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

RETURN 　2　Press **RETURN** to select Text

The screen will prompt:

```
┌─────────────────────────┐
│   CLEAR ALL TEXTS ?     │
├─────────────────────────┤
│      Are You Sure ?     │
├─────────────────────────┤
│   ▉Yes▉       No        │
└─────────────────────────┘
```

Y / **N** 　3　Press **Y** (for Yes)

The typewriter will "beep" once to confirm that all text files are deleted.

<center>or</center>

Press **N** (for No) to exit

10

Clearing All Phrase Memory
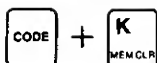
1 Press **CODE + K** (for Clear Memory)

The screen will prompt:

```
CLEAR MEMORY

Text
Phrase
All Memory

RETURN or ESC
```

2 Press **P** (for Phrase)

The screen will prompt:

```
CLEAR ALL PHRASES ?

Are You Sure ?

Yes      No
```

3 Press **Y** (for Yes)

The typewriter will "beep" once to confirm that all phrase locations are cleared.

or

Press **N** (for No) to exit

10

Clearing All Memory

When using **CODE + K** if All Memory is selected, all phrases and text memory are deleted. In addition, all margin formats (rulers X, Y, and Z) are cleared and the machine returns to all default settings.

[CODE] + [K MEMCLR]

1 Press **CODE + K** (for Clear Memory)

The screen will prompt:

```
┌─────────────────────────┐
│  CLEAR MEMORY           │
│                         │
│  Text                   │
│  Phrase                 │
│  All Memory             │
│                         │
│  RETURN or ESC          │
└─────────────────────────┘
```

[A]

2 Press **A** to select All Memory

The screen will prompt:

```
┌─────────────────────────┐
│  CLEAR ALL MEMORY ?     │
│                         │
│     Are You Sure ?      │
│                         │
│    Yes       No         │
└─────────────────────────┘
```

[Y] / [N RENAME]
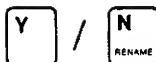
3 Press **Y** (for Yes)

The typewriter will "beep" once to confirm that all text files and phrases are deleted.

<center>or</center>

Press **N** (for No) to exit

10

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Resetting the Printer

It may be necessary to reset the printer if the system is not printing properly. When the printer is reset, the screen will temporarily go blank, the daisywheel will spin, and the printhead will move to the left end of the platen before returning to the left margin. No memory will be lost and all default settings will remain. It is as if you shut the typewriter off and turned it back on.

If you reset the printer while in memory, you will automatically exit text memory and return to the typewriter mode. The document will not be effected and it will remain in the memory, even if you were creating a document and did not close it.
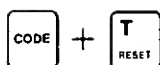
CODE + T RESET

1 Press **CODE + T**

The screen will prompt:

```
RESET PRINTER ?

    Are You Sure ?

      Yes        No
```

Y / N RENAME

2 Press **Y** (for Yes)

or

Press **N** (for No)

Displaying the Amount of Memory Available

The KX-E2500 enables you to display the number of characters available in the memory.

CODE + Q MEMLEFT
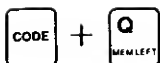
● Press **CODE + Q**

Your screen will prompt:

```
MEMORY LEFT (# Ch. available)
```

This prompt will clear upon activating any other command.

Word Count

The typewriter counts total words or number of the designated word (maximum of 30 characters) in a phrase or text.

Counting Total Words

1 Recall the desired phrase or text

2 **EXPR** to position the cursor at the beginning of the text or phrase

3 Press **CODE + CENTER**
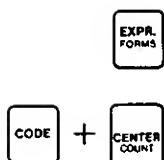
Your screen will prompt:

```
       WORD COUNT

     Total        Select

  RETURN/RELOC to Enter or ESC
```

4 Press **T** (for Total)

Your screen will display the total words in the phrase or text.

```
       TOTAL WORD COUNT

  Total number of words   [####]

  Press any key to exit
```

10

Counting Selective Words

1 Recall the desired phrase or text

2 **EXPR** to position the cursor at the beginning of the text or phrase

3 Press **CODE + CENTER**

Your screen will prompt:

```
┌─────────────────────────────────────┐
│            WORD COUNT                │
├─────────────────────────────────────┤
│       Total          Select         │
├─────────────────────────────────────┤
│    RETURN/RELOC to Enter or ESC      │
└─────────────────────────────────────┘
```

4 Press **S** (for Select)

Your screen will prompt:

```
┌──────────────────────────────────────────┐
│          SELECTIVE WORD COUNT             │
├──────────────────────────────────────────┤
│  Selection  [█                        ]   │
├──────────────────────────────────────────┤
│    RETURN/RELOC to Enter or ESC           │
└──────────────────────────────────────────┘
```

5 Type the word you want to count

6 Press **RETURN**

Your screen will display the number of words.

```
┌─────────────────────────────────────┐
│            WORD COUNT                │
├─────────────────────────────────────┤
│  Number of words    [####]          │
├─────────────────────────────────────┤
│  Press any key to exit              │
└─────────────────────────────────────┘
```

10
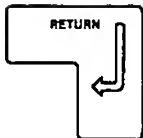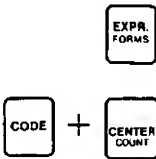
The KX-E2500 disk drive is located on the left side of the typewriter. The disk drive uses 3.5″ double sided, double density disks. Each disk has approx. 720,000 characters storage capacity. That's roughly 360 pages of information. A total of 112 texts can be stored to disk.

Before text files can be stored to disk, you must first prepare the disk for use on the KX-E2500. This is done through a procedure called "Formatting." When you format a disk, 7,000 characters are used for programming instructions.

The KX-E2500 has simplified all disk operations through the Main Menu key. All disk applications are accessed under the Disk selection listed on the Main Menu.

Disk Menu Overview

```
        DISK
  ┌──────────────┐
  │ Read         │
  │ Write        │
  │ List     ·   │
  │ More         │
  ├──────────────┤
  │ RETURN or ESC│
  └──────────────┘
```

Read — Copies one to eight text files from disk into the internal memory.

Write — Stores one to eight text files from the internal memory onto disk.

List — Enables you to display or print the disk directory.

More — Deletes one to eight text files from the disk
Renames files on the disk
Prints files directly from disk
Formats the disk
Enables you to read text files created on other Panasonic typewriters with single density drives
Enables you to read ASCII files into the internal memory

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Inserting a Micro-Floppy Disk

1 Insert the disk into the disk drive with the metal tab and the arrow pointing toward the typewriter as shown.
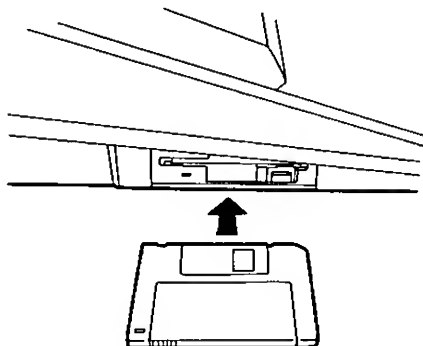
2 Gently push the disk until it clicks and the eject button pops out.

- Never turn the Power switch on or off when a disk is installed in the disk drive.

- Never insert or remove a disk while the Access Indicator is lit.

Ejecting a Micro-Floppy Disk

- Push the Eject Button

Access Indicator

Eject Button

11

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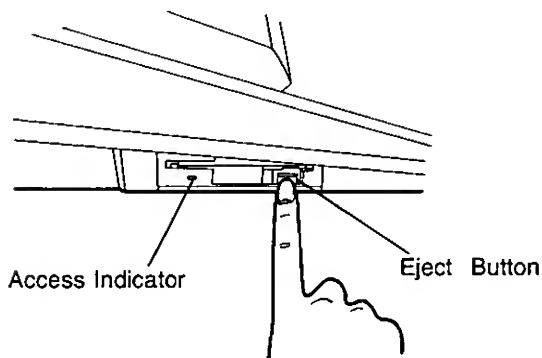
Protecting a Micro-Floppy Disk from Erasure

The disk can be protected against accidental erasure. When the disk is protected, you cannot format, store, rename or delete documents. You can however, still read files from the disk into memory and also print files directly from disk.

To protect a disk:

- Slide the button toward the base of the cartiridge so that a hole appears.

Load Only   Store/Load
(Protected)
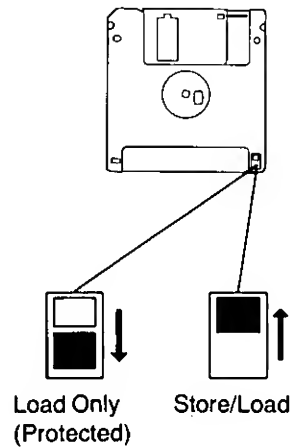
If you try to store on or format a protected disk, the display will prompt:

```
PROTECTED DISK!
```

To remove the Protection:

- Slide the button toward the top of the cartridge to close the hole.

11

Formatting a Disk

Formatting prepares the disk for the type of machine you are using. Each disk must be formatted before it can be used. If there is information on the disk, it will automatically be erased when the disk is formatted.

MAIN MENU

1 Press **MAIN MENU**

Your screen will prompt:

```
┌─────────────────────┐
│     MAIN MENU       │
├─────────────────────┤
│  ███████████████    │
│  █ Create      █    │
│    Edit             │
│    List             │
│    Print            │
│    Disk             │
│    More             │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

D DEFAULT

2 Type **D** (for Disk)

Your screen will prompt:

```
┌─────────────────────┐
│       DISK          │
├─────────────────────┤
│  ███████████████    │
│  █ Read        █    │
│    Write            │
│    List             │
│    More             │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

M MARK

3 Press **M** (for More)

Your screen will prompt:

```
┌───────────────────────────────────┐
│              DISK                 │
├───────────────────────────────────┤
│  ██████████████████████████████   │
│  █ Delete                     █   │
│    Rename                         │
│    Print                          │
│    Format                         │
│    Load from 1DD Panasonic Disk   │
│    ASCII file Load from PC Disk   │
│    Tutorial                       │
├───────────────────────────────────┤
│  RETURN or ESC                    │
└───────────────────────────────────┘
```

11

F
FORMAT

4 Press **F** (for Format)

Your screen will prompt:

```
╔══════════════════════════════╗
║  FORMAT THIS DISK ?          ║
║                              ║
║      Are You Sure ?          ║
║      ┌─────┐                 ║
║      │ Yes │    No           ║
║      └─────┘                 ║
╚══════════════════════════════╝
```

Y / **N**
RENAME

5 Press **Y** (for Yes)

Your screen will prompt:

```
┌────────────────────────────────────────────────────┐
│                              FORMATTING             │
└────────────────────────────────────────────────────┘
```

or

Press **N** (for No) to exit the format selection

When formatting is complete, your screen will return to the disk menu.

QUICK
ERASE
ESC

6 Press **ESC** to exit

11

The write operation enables you to copy one or multiple text files from the internal memory to disk. When a file is written to disk it remains in the internal memory as well. Therefore, the same file will be located in two places. After writing a text to disk, it is suggested that you clear it from the internal memory.

A maximum of 112 texts can be written to the disk. If you attempt to write more than 112 text files, your screen will prompt:

```
DIRECTORY FULL!
```

If you attempt to write more than 720,000 characters to disk, the screen will prompt:

```
DISK FULL!
```

Writing a Single Text to Disk

MAIN MENU

1 Press **MAIN MENU**

The screen will prompt:

```
MAIN MENU

Create
Edit
List
Print
Disk
More

RETURN or ESC
```

D
DEFAULT

2 Press **D** (for Disk)

The screen will prompt:

11

```
DISK

Read
Write
List
More

RETURN or ESC
```

W
DUAL COL

3 Press **W** (for Write)

The screen will prompt:

```
┌──────────────────────────────────────────────────┐
│                      WRITE                         │
├──────────────────────────────────────────────────┤
│          Text Name          [█          ]          │
├──────────────────────────────────────────────────┤
│  RETURN - Enter/List, RELOC - Enter All or ESC     │
└──────────────────────────────────────────────────┘
```

4 Type the text name to be copied to disk

RETURN

5 Press **RETURN**

The typewriter will temporarily display "MACHINE IS BUSY" and then display "WRITING." When the write is complete, the disk menu will be displayed.

QUICK ERASE ESC

6 Press **ESC** twice to exit

11

Writing Multiple Texts to Disk

MAIN MENU

1 Press **MAIN MENU**

The screen will prompt:

```
┌─────────────────────┐
│     MAIN MENU       │  ⁻
│                     │
│  ████████████████   │
│  █ Create       █   │
│  Edit               │
│  List               │
│  Print              │
│  Disk               │
│  More               │
│                     │
│  RETURN or ESC      │
└─────────────────────┘
```

D DEFAULT

2 Press **D** (for Disk)

The screen will prompt:

```
┌─────────────────────┐
│        DISK         │
│                     │
│  ████████████████   │
│  █ Read         █   │
│  Write              │
│  List               │
│  More               │
│                     │
│  RETURN or ESC      │
└─────────────────────┘
```

W DUAL COL

3 Press **W** (for Write)

The screen will prompt:

```
┌─────────────────────────────────────────────────────┐
│                      WRITE                           │
│                                                      │
│          Text Name            [█          ]          │
│                                                      │
│  RETURN - Enter/List, RELOC - Enter All or ESC       │
└─────────────────────────────────────────────────────┘
```

RETURN

4 Press **RETURN** to display the directory

5 Highlight the text name to be written to disk

SPACE BAR

6 Press **SPACE BAR** to confirm the selection

An asterisk will appear to the left of each text to be copied to disk

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7 Repeat steps 5 and 6 for each text to be written (maximum 8 files)

The typewriter will "beep" three times if you try to write more than eight files at one time.
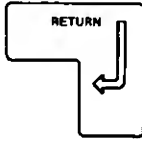
8 Press **RETURN**

The typewriter will temporarily display "MACHINE IS BUSY" and then display "WRITING." When the write is complete, the disk menu will be displayed.

- If the text name already exists on the disk, the screen will prompt:

```
┌─────────────────────────────────┐
│                                 │
│   XXXXXXXXXX   EXISTS           │
├─────────────────────────────────┤
│  Overwrite    Rename            │
│                                 │
└─────────────────────────────────┘
```

To Replace the existing file with the new one:

—Press **RETURN** to select Overwrite

To Rename the text you are writing to disk:

—**RIGHT ARROW** (▷) once and press **RETURN**

The screen will prompt:

```
┌──────────────────────────────────┐
│         RENAME            ·       │
├──────────────────────────────────┤
│   New Name        [█          ]   │
├──────────────────────────────────┤
│  RETURN/RELOC to Enter or ESC    │
└──────────────────────────────────┘
```

—Type a new name and press **RETURN**

If this name also already exists on disk, the Rename menu will display again. Type another name and press **RETURN**.

9 Press **ESC** twice to exit

11

Read

The Read operation enables you to copy one or multiple texts (Maximum of 8) from the disk to the internal memory. Only a copy is read into memory, the original text remains on disk.

The prompt "MEMORY FULL!" will be displayed when the entire capacity of the internal memory has been used. Therefore, check the memory available (CODE+Q) before reading into the internal memory. If necessary, delete unwanted texts, or write them to disk and clear from the internal memory before reading new texts in.

If no disk is in the drive when you try to read, the screen will prompt:

```
                          NO DISK!
```

If you try to read a disk which does not have a format that the KX-E2500 can read, the screen will prompt:

```
                   ILLEGAL DISK FORMAT!
```

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Reading a Single Text into Memory

MAIN MENU

1 Press **MAIN MENU**

The screen will prompt:

```
┌─────────────────────┐
│     MAIN MENU       │
├─────────────────────┤
│  ▐Create▌           │
│   Edit              │
│   List              │
│   Print             │
│   Disk              │
│   More              │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

D
DEFAULT

2 Press **D** (for Disk)

The screen will prompt:

```
┌─────────────────────┐
│        DISK         │
├─────────────────────┤
│  ▐Read▌             │
│   Write             │
│   List              │
│   More              │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

R
REF CODE

3 Press **R** (for Read)

The screen will prompt:

```
┌──────────────────────────────────────────────────┐
│                      READ                        │
├──────────────────────────────────────────────────┤
│        Text Name            [█        ]          │
├──────────────────────────────────────────────────┤
│ RETURN - Enter/List, RELOC - Enter All or ESC    │
└──────────────────────────────────────────────────┘
```

4 Type the text name to be copied into the internal memory

RETURN

5 Press **RETURN**

The screen will prompt "READING." When the read is complete, the disk menu will be displayed.

QUICK ERASE ESC

6 Press **ESC** twice to exit
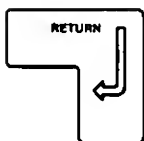
Reading Multiple Texts into Memory

MAIN MENU (key)

1 Press **MAIN MENU**

The screen will prompt:

```
        MAIN MENU

     Create
     Edit
     List
     Print
     Disk
     More

     RETURN or ESC
```

D DEFAULT (key)

2 Press **D** (for Disk)

The screen will prompt:

```
         DISK

     Read
     Write
     List
     More

     RETURN or ESC
```

R REF CODE (key)

3 Press **R** (for Read)

The screen will prompt:

```
                        READ

        Text Name            [█          ]

   RETURN - Enter/List, RELOC - Enter All or ESC
```

RETURN (key)

4 Press **RETURN** to display the disk directory

5 Highlight the text name to be read into the internal memory.

SPACE BAR (key)

6 Press **SPACE BAR** to confirm the selection

An asterisk will appear to the left of each text to be copied into the typewriter.

11

7 Repeat steps 5 and 6 for each text to be read (maximum 8 files)

The typewriter will "beep" three times if you try to read more than eight files at one time.
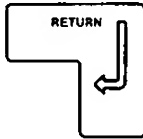
8 Press **RETURN**

The screen will prompt "READING." When the read operation is complete, the disk menu will be displayed.

- If the text name already exists in the internal memory, the screen will prompt:

```
┌─────────────────────────────┐
│   XXXXXXXXXX   EXISTS        │
│                             │
│  Overwrite    Rename        │
└─────────────────────────────┘
```

To Replace the existing file with the new one:

—Press **RETURN** to select Overwrite

To Rename the text you are reading into memory:

—**RIGHT ARROW (⇨)** once and press **RETURN**

The screen will prompt:

```
┌─────────────────────────────────┐
│            RENAME               │
├─────────────────────────────────┤
│  New Name        [█           ] │
├─────────────────────────────────┤
│  RETURN/RELOC to Enter or ESC   │
└─────────────────────────────────┘
```

—Type a new name and press **RETURN**

If this name also exists in the internal memory, the Rename menu will reappear. Type another name and press **RETURN**.

11

9 Press **ESC** twice to exit

202

List

The List feature on the disk menu enables you to display or print the directory of text names stored on the disk. It will display the text name and the amount of memory used by that file. On the first line of the directory it will display the remaining number of characters free on the disk. An asterisk (*) before a text name indicates a forms layout file. An exclamation mark (!) before a text name indicates a phrase text file.

Displaying a Disk Directory

MAIN MENU

1 Press the **MAIN MENU** key

The screen will prompt:

```
┌─────────────────────┐
│     MAIN  MENU      │
├─────────────────────┤
│  ███████████        │
│  █ Create █         │
│  ███████████        │
│    Edit             │
│    List             │
│    Print            │
│    Disk             │
│    More             │
├─────────────────────┤
│   RETURN  or  ESC   │
└─────────────────────┘
```

D DEFAULT

2 Press **D** (for Disk)

The screen will prompt:

```
┌─────────────────────┐
│        DISK         │
├─────────────────────┤
│  ███████████        │
│  █ Read  █          │
│  ███████████        │
│    Write            │
│    List             │
│    More             │
├─────────────────────┤
│   RETURN  or  ESC   │
└─────────────────────┘
```

L

3 Press **L** (for List)

The screen will prompt:

```
┌─────────────────────┐
│        LIST         │
├─────────────────────┤
│  ███████████        │
│  █ Display █        │
│  ███████████        │
│    Print            │
├─────────────────────┤
│   RETURN  or  ESC   │
└─────────────────────┘
```

D DEFAULT

4 Press **D** (for Display)

The disk directory will be displayed.

CODE + TAB CLR

Press **CODE + DOWN ARROW** (⟱) to view the next screen

or

or CODE + TAB SET

Press **CODE + UP ARROW** (⟰) to view the previous screen

QUICK ERASE ESC

5 Press **ESC** to exit

11
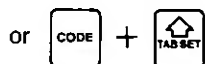
Printing a Disk Directory

1 Auto insert a sheet of paper

MAIN
MENU

2 Press the **MAIN MENU** key

The screen will prompt:

```
┌─────────────────────┐
│     MAIN MENU       │
├─────────────────────┤
│   Create            │
│   Edit              │
│   List              │
│   Print             │
│   Disk              │
│   More              │
├─────────────────────┤
│   RETURN or ESC     │
└─────────────────────┘
```

D
DEFAULT

3 Press **D** (for Disk)

The screen will prompt:

```
┌─────────────────────┐
│       DISK          │
├─────────────────────┤
│   Read              │
│   Write             │
│   List              │
│   More              │
├─────────────────────┤
│   RETURN or ESC     │
└─────────────────────┘
```

L

4 Press **L** (for List)

The screen will prompt:

```
┌─────────────────────┐
│       LIST          │
├─────────────────────┤
│   Display           │
│   Print             │
├─────────────────────┤
│   RETURN or ESC     │
└─────────────────────┘
```

11

P
PAGE END

5 Press **P** (for Print)

The disk directory listing all text files will print.

More

The More feature on the Disk Menu enables you to rename a text file stored on disk or delete one to eight files at a time from the disk. In addition the more feature enables you to print directly from disk.

Renaming a Text on Disk
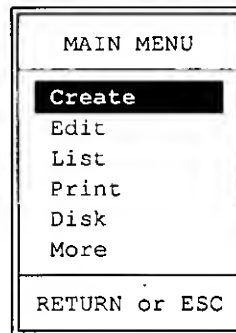
MAIN MENU

1 Press the **MAIN MENU** key

The screen will prompt:

```
┌─────────────────────────┐
│      MAIN MENU          │
│ ─────────────────────── │
│  Create                 │
│  Edit                   │
│  List                   │
│  Print                  │
│  Disk                   │
│  More                   │
│ ─────────────────────── │
│  RETURN or ESC          │
└─────────────────────────┘
```

D DEFAULT

2 Press **D** (for Disk)

The screen will prompt:

```
┌─────────────────────────┐
│        DISK             │
│ ─────────────────────── │
│  Read                   │
│  Write                  │
│  List                   │
│  More                   │
│ ─────────────────────── │
│  RETURN or ESC          │
└─────────────────────────┘
```

11

M
MARK
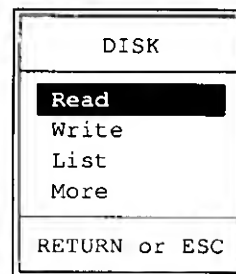
3 Press **M** (for More)

The screen will prompt:

```
┌─────────────────────────────────────────┐
│                 DISK                     │
├─────────────────────────────────────────┤
│  Delete                                  │
│  Rename                                  │
│  Print                                   │
│  Format                                  │
│  Load from 1DD Panasonic Disk            │
│  ASCII file Load from PC Disk            │
├─────────────────────────────────────────┤
│  RETURN or ESC                           │
└─────────────────────────────────────────┘
```

R
REF CODE

4 Press **R** (for Rename)

The screen will prompt:

```
┌──────────────────────────────────────────────────┐
│                    RENAME                          │
├──────────────────────────────────────────────────┤
│     Text Name       [█            ]                │
│     New Name        [             ]                │
├──────────────────────────────────────────────────┤
│ RETURN - Enter/List, RELOC - Enter All or ESC     │
└──────────────────────────────────────────────────┘
```

Type the text name

➡ RETURN

5 Type the text name to be changed and press **RETURN**

or
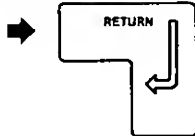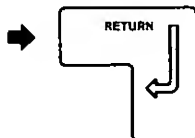
Press **RETURN** to display the directory

Cursor to the desired text name and press **RETURN**

Type the new name

➡ RETURN

6 Type the new name and press **RETURN**

• If the new name already exists, the screen will prompt:

```
┌──────────────────────────────────────────────────┐
│              TEXT ALREADY EXISTS!                  │
└──────────────────────────────────────────────────┘
```

Press any key to return to the rename menu

Type a different text name and press **RETURN**

QUICK
ERASE
ESC

7 Press **ESC** three times to exit

11

Deleting a Single Text from Disk

MAIN MENU

1 Press the **MAIN MENU** key

The screen will prompt:

```
┌─────────────────────────┐
│     MAIN MENU           │
│                         │
│  ██Create██████████     │
│    Edit                 │
│    List                 │
│    Print                │
│    Disk                 │
│    More                 │
│                         │
│  RETURN or ESC          │
└─────────────────────────┘
```

D
DEFAULT

2 Press **D** (for Disk)

The screen will prompt:

```
┌─────────────────────────┐
│        DISK             │
│                         │
│  ██Read██████████       │
│    Write                │
│    List                 │
│    More                 │
│                         │
│  RETURN or ESC          │
└─────────────────────────┘
```

M
MARK

3 Press **M** (for More)

The screen will prompt:

```
┌─────────────────────────────────────┐
│            DISK                     │
│                                     │
│  ██Delete████████████████████       │
│    Rename                           │
│    Print              ,             │
│    Format                           │
│    Load from 1DD Panasonic Disk     │
│    ASCII file Load from PC Disk     │
│    Tutorial                         │
│                                     │
│  RETURN or ESC                      │
└─────────────────────────────────────┘
```
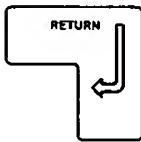
11

D
DEFAULT

4 Press **D** (for Delete)

The screen will prompt:

```
┌─────────────────────────────────────────────────┐
│                    DELETE                         │
├─────────────────────────────────────────────────┤
│         Text Name            [█          ]        │
├─────────────────────────────────────────────────┤
│ RETURN - Enter/List, RELOC - Enter All or ESC     │
└─────────────────────────────────────────────────┘
```

5 Type the text name to be deleted from disk

RETURN

6 Press **RETURN**

The screen will prompt:

```
┌───────────────────────────────┐
│  DELETE   XXXXXXXXXX           │
├───────────────────────────────┤
│      Are You Sure ?            │
├───────────────────────────────┤
│     Yes        No             │
└───────────────────────────────┘
```

Y

7 Press **Y** (for Yes)

The screen will prompt, "DELETING."

QUICK
ERASE
ESC

8 Press **ESC** twice to exit

11

Deleting Multiple Texts from Disk

MAIN MENU

1 Press the **MAIN MENU** key

The screen will prompt:

```
     MAIN MENU

   Create
   Edit
   List
   Print
   Disk
   More

  RETURN or ESC
```

D DEFAULT

2 Press **D** (for Disk)

The screen will prompt:

```
      DISK

   Read
   Write
   List
   More

  RETURN or ESC
```

M MARK

3 Press **M** (for More)

The screen will prompt:

```
              DISK

   Delete
   Rename
   Print
   Format
   Load from 1DD Panasonic Disk
   ASCII file Load from PC Disk
   Tutorial

  RETURN or ESC
```
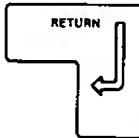
11

D | **4** Press **D** (for Delete)
DEFAULT

The screen will prompt:

```
┌─────────────────────────────────────────────────┐
│                     DELETE                        │
├─────────────────────────────────────────────────┤
│        Text  Name           [█          ]         │
├─────────────────────────────────────────────────┤
│  RETURN - Enter/List,  RELOC - Enter All or ESC   │
└─────────────────────────────────────────────────┘
```

RETURN | **5** Press **RETURN** to display the directory as shown below

```
┌─────────────────────────────────────────────────────────────────────────┐
│  List of Disk                20 Files            650K Characters Free      │
├─────────────────────────────────────────────────────────────────────────┤
│  _  BILLING      5K    _  DATE        1K    _  EXECUTOR    1K              │
│  _  EXPENSES     3K    _  FAMILY      1K    _  FRAME       1K              │
│  _  INTENT       1K    _  INVITATION  1K    _  IMPROVE     1K              │
│  _  LATEACCTS    2K    _  LEGAL       8K    _  LETTER      1K              │
│  _  OVERDUE      1K    _  PANASONIC   7K    _  PERMIT      7K              │
│  _  PROPERTY     6K    _  RISK        1K    _  SHARES      1K              │
│  _  TEXT1        1K    _  TRAVEL      1K                                   │
│                                                                           │
│                                                                           │
│                                                                           │
├─────────────────────────────────────────────────────────────────────────┤
│  To Select/Cancel:  Press Spacebar,  RETURN to execute, ESC to exit       │
└─────────────────────────────────────────────────────────────────────────┘
```

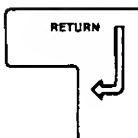**6** Highlight the text name to be deleted

[SPACE BAR] | **7** Press **SPACE BAR** to confirm your selection

An asterisk will appear to the left of the text to be deleted.

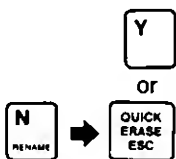**8** Repeat steps 6 and 7 for each text to be deleted (maximum 8 files)

The typewriter will "beep" three times if you try to delete more than 8 files at one time.

11

RETURN | **9** Press **RETURN**

The screen will prompt:

```
┌─────────────────────────────────────────────────┐
│                ARE YOU SURE Y/N?                  │
└─────────────────────────────────────────────────┘
```

10 Press **Y** (for Yes)

All files selected are deleted.

The screen will prompt:

```
                              DELETING
```

or

Press **N** (for No) and press **ESC** three times to exit

11 Press **ESC** twice to exit

11

Printing a Text from Disk

1 Auto insert a sheet of paper

2 Press the **MAIN MENU** key

The screen will prompt:

```
┌─────────────────────────┐
│      MAIN MENU          │
├─────────────────────────┤
│   ███████████           │
│   █ Create █            │
│   ███████████           │
│     Edit                │
│     List                │
│     Print               │
│     Disk                │
│     More                │
├─────────────────────────┤
│   RETURN or ESC         │
└─────────────────────────┘
```

3 Press **D** (for Disk)

The screen will prompt:

```
┌─────────────────────────┐
│        DISK             │
├─────────────────────────┤
│   ███████████           │
│   █ Read   █            │
│   ███████████           │
│     Write               │
│     List                │
│     More                │
├─────────────────────────┤
│   RETURN or ESC         │
└─────────────────────────┘
```

4 Press **M** (for More)

The screen will prompt:

```
┌───────────────────────────────────┐
│             DISK                  │
├───────────────────────────────────┤
│  ████████████                     │
│  █ Delete  █                      │
│  ████████████                     │
│    Rename                         │
│    Print                          │
│    Format                         │
│    Load from 1DD Panasonic Disk   │
│    ASCII file Load from PC Disk   │
│    Tutorial                       │
├───────────────────────────────────┤
│   RETURN or ESC                   │
└───────────────────────────────────┘
```

11

5 Press **P** (for Print)

The screen will prompt:

```
┌─────────────────────────────────────────────────────────┐
│                         PRINT                            │
├─────────────────────────────────────────────────────────┤
│            Text  Name              [█          ]         │
├─────────────────────────────────────────────────────────┤
│  RETURN - Enter/List, RELOC - Enter All or ESC           │
└─────────────────────────────────────────────────────────┘
```

6 Type the text name to print

<div align="center">or</div>

Press **RETURN** to display the disk directory

Highlight the text name to be printed
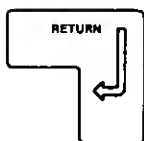
7 Press **RETURN**

The text will print.

11

Loading Texts from Other Panasonic Typewriters

The KX-E2500 enables you to read text created on the following Panasonic typewriters except forms layout:

KX-E7000, KX-ED20, KX-E700m, and KX-ED4. The disks used by these Panasonic typewriters are single sided, double density 3.5" disks.

1 Insert the single sided Panasonic Typewriter disk

2 Press **MAIN MENU**

The screen will prompt:

```
┌─────────────────────┐
│     MAIN MENU       │
├─────────────────────┤
│   Create            │
│   Edit              │
│   List              │
│   Print             │
│   Disk              │
│   More              │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

3 Press **D** (for Disk)

The screen will prompt:

```
┌─────────────────────┐
│       DISK          │
├─────────────────────┤
│   Read              │
│   Write             │
│   List              │
│   More              │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

11

4 Press **M** (for More)

The screen will prompt:

```
┌─────────────────────────────────────┐
│              DISK                   │
├─────────────────────────────────────┤
│ Delete                              │
│ Rename                              │
│ Print                               │
│ Format                              │
│ Load from 1DD Panasonic Disk        │
│ ASCII file Load from PC Disk        │
│ Tutorial                            │
├─────────────────────────────────────┤
│ RETURN or ESC                       │
└─────────────────────────────────────┘
```

5 Press **L** (for Load from 1DD Panasonic Disk)

The screen will prompt:

```
┌──────────────────────────────────────────────┐
│       LOAD FROM 1DD PANASONIC DISK           │
├──────────────────────────────────────────────┤
│       Text Name           [█         ]       │
├──────────────────────────────────────────────┤
│ RETURN - Enter/List, RELOC - Enter All or ESC│
└──────────────────────────────────────────────┘
```

6 Type the text name to be copied into the typewriter

<div align="center">or</div>

Press **RETURN** to display the disk directory

Highlight the text to be read

Press **SPACE BAR** to confirm your selection (maximum 8 files)
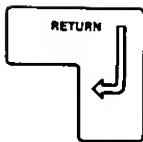
7 Press **RETURN**

The screen will prompt:

```
┌──────────────────────────────────────────────┐
│                 READING                      │
└──────────────────────────────────────────────┘
```

8 Press **ESC** three times to exit

216

Loading an ASCII file

The KX-E2500 gives you to ability to read disks that were created in an ASCII format. Most files created on a PC word processing package can be converted to an ASCII file and then read into the KX-E2500. Keep in mind that files created on the Panasonic KX-E7500 can also be converted to an ASCII file and read into the KX-E2500.

The KX-E2500 can only read one ASCII file at a time.

1 Insert the disk containing the ASCII file

2 Press **MAIN MENU**

The screen will prompt:

```
┌─────────────────────┐
│    MAIN MENU        │
├─────────────────────┤
│  ▐ Create ▌         │
│    Edit             │
│    List             │
│    Print            │
│    Disk             │
│    More             │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

3 Press **D** (for Disk)

The screen will prompt:

```
┌─────────────────────┐
│       DISK          │
├─────────────────────┤
│  ▐ Read ▌           │
│    Write            │
│    List             │
│    More             │
├─────────────────────┤
│  RETURN or ESC      │
└─────────────────────┘
```

11

M
MARK

4 Press **M** (for More)

The screen will prompt:

```
┌─────────────────────────────────────────┐
│               DISK                        │
├─────────────────────────────────────────┤
│ ████████████                              │
│  Delete                                   │
│  Rename                                    │
│  Print                                     │
│  Format                                    │
│  Load from 1DD Panasonic Disk             │
│  ASCII file Load from PC Disk             │
│  Tutorial                                  │
├─────────────────────────────────────────┤
│  RETURN or ESC                            │
└─────────────────────────────────────────┘
```

A

5 Press **A** (for ASCII file Load from PC Disk)

The screen will prompt:

```
┌──────────────────────────────────────────────────────────────┐
│  List of Disk              20 Files     650K Characters Free   │
├──────────────────────────────────────────────────────────────┤
│  BILLING  TXT  5K   DATE     TXT  1K   EXECUTOR TXT  1K         │
│  EXPENSES TXT  3K   FAMILY   TXT  1K   FRAME    TXT  1K         │
│  INTENT   TXT  1K   INVITATI TXT  1K   IMPROVE  TXT  1K         │
│  LATEACCT TXT  2K   LEGAL    TXT  8K   LETTER   TXT  1K         │
│  OVERDUE  TXT  1K   PANASONI TXT  7K   PERMIT   TXT  7K         │
│  PROPERTY TXT  6K   RISK     TXT  1K   SHARES   TXT  1K         │
│  TEXT1    TXT  1K   TRAVEL   TXT  1K                            │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
├──────────────────────────────────────────────────────────────┤
│  To Select:  Highlight Name and Press RETURN,   ESC to exit    │
└──────────────────────────────────────────────────────────────┘
```
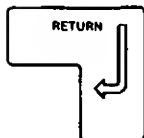
RETURN

6 Highlight the desired selection and press **RETURN**

Your prompt line will display the word READING.

When the typewriter is through reading the information, the Disk menu will reappear on the screen. The ASCII file is now in the typewriter's internal memory.

QUICK
ERASE
ESC

7 Press **ESC** three times to return to typewriter mode

Tutorial

The tutorial is designed to give you a quick start on the KX-E2500. It will take you through the KX-E2500's key features so that in no time at all you will be creating and printing professional looking documents.

Six lessons are available and can be selected in any order you desire. A guidance box will be displayed on the screen to give you step by step instructions.

It is not necessary to format the Tutorial Disk. It is already formatted and ready for use. Do not attempt to use the Tutorial Disk in any other machine.

1 Position the selector switches as follows:

Line Spacing selector	**1**
Mode selector	**DISP**
Pitch selector	**10**

2 Press **MAIN MENU**

3 Press **D** (for Disk)

4 Press **M** (for More)

Your screen will prompt:

```
                DISK

 Delete
 Rename
 Print
 Format
 Load from 1DD Panasonic Disk
 ASCII file Load from PC Disk
 Tutorial

 RETURN or ESC
```

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5 Press **T** (for Tutorial)

Your screen will prompt:

> Insert TUTORIAL DISKETTE and Press Any Key

6 Insert the tutorial disk and press any key

Your screen will display the introduction of the tutorial.
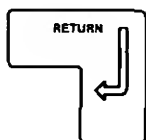
RETURN

7 Press **RETURN**

Your screen will prompt:

```
                    KX-E2500 TUTORIAL

LESSON                          LESSON
  1  GETTING STARTED             4  SPELLCORRECT
  2  CREATING A TEXT             5  APPLICATIONS
  3  EDITING A TEXT              6  MAIL MERGE
```

8 Select the chapter you want and follow the guidance provided
on screen

If you need to stop the program, Press **CODE + CORRECT**.

NOTE: When using the tutorial program, the system will load each
exercise into the system's internal memory. Once you have
completed a lesson, you should delete the document from the
internal memory.

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12-1 SCREEN MESSAGES

Messages	Description
Alternatives, Skip, Insert, Quit?	Do you want to display alternatives, skip the word, insert the word into the glossary or quit SpellCorrect®?
ARE YOU SURE Y/N?	Prompt displayed when clearing text from internal memory or disk.
CANNOT COPY	The phrase you want to copy does not exist.
CANNOT SET HERE	You have tried to set the frame corner in an improper area while line framing.
CODE	CODE key is activated.
COLUMN LAYOUT	Column Layout mode was entered.
Correct, Skip, Quit?	Do you want to delete the second word, skip the word or quit SpellCorrect®?
Deleted	The word in the glossary was deleted.
DELETING	The typewriter is deleting text from the disk.
DIRECTORY FULL!	The maximum of 112 texts were entered on the disk directory.
DISK ERROR!	Information cannot be accessed or the disk is not formatted.
DISK FULL!	Entire disk capacity has been used.
FORMATTING	The typewriter is formatting a disk.
FRAME CORNER WAS SET	The corner of a line frame box was set at this point.
GLOSSARY FULL!	Entire capacity of the Spell Glossary has been used.
ILLEGAL DISK FORMAT!	Disk in drive is not a Panasonic or ASCII format.
ILLOGICAL PRINTER REQUEST	An illogical printer request was entered into a text. The typewriter cannot perform this request.
Inserted	The word was inserted into the glossary.
LID OR SUPPLY	The cover is open or the typewriter is out of ribbon.
LOW BATTERY!	Battery level is low. Replace the batteries before turning the typewriter off.
MACHINE IS BUSY	The machine is still completing your last instruction. Wait for completion.
MARGIN OVER	You have exceeded the right margin. (Right Margin Release)
MEMORY FULL!	Entire capacity of the internal memory has been used.

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Messages	Description
MEMORY LEFT	The numeric value represents the number of characters left in memory.
NO ALTERNATIVES!	There are no Alternatives for the misspelled word.
NO DISK!	A disk is not set in the disk drive.
NOT LOCATED!	The requested information is not in memory.
PAGE END !!	You have reached the last line of the preset page ending.
PRESS ANY KEY!	Press any key to advance to next screen of the directory.
PRINTING	The typewriter is printing a text or phrase.
PROTECTED DISK!	Your disk has been protected. You cannot write, clear, rename or format on this disk.
READING	The typewriter is reading the texts on the disk into memory.
RENAMING	The typewriter is renaming a text.
Replace, Skip, Quit?	Do you want to replace the word/skip the word or quit selective search and replace?
RIGHT MARGIN OVER	In column layout, you have exceeded the right margin.
TEXT ALREADY EXISTS!	The same text name is already stored in memory.
TOO MANY STOP POINTS	You have tried to enter more tabs than the maximum number of tab stops (99) allowed within your form layout.
TOO MANY TAB STOPS	You have exceeded the maximum number of tab stops (28) allowed on a writing line.
TOP OF FORM	The top of forms layout.
WORD NOT IN GLOSSARY!	You have tried to delete a word that does not appear in the glossary.
WRITING	The typewriter is writing text in memory onto the disk.
WRONG COLUMN	A dual column format was not recalled before pressing CODE + W.

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12-2 CODE OPERATIONS CHART

CODE	FUNCTION	PAGE
CODE + A	Auto paper insertion	24
	Append text	107
CODE + B	Bold print	41
CODE + C	Word change (Global search & replace)	79
CODE + D	Default settings	10
CODE + E	Auto paper eject	25
CODE + F	Margin format edit/recall/store or line spacing	29–33, 72–73
CODE + H	Half space	52
CODE + I	Insert (Stop code)	102
CODE + J	Jump to page	76
CODE + K	Memory clear	184–186
CODE + L	Automatic line framing	109
CODE + M	Block move, copy, delete and print	81
CODE + N	Rename text	179
CODE + P	Page end command	86
CODE + Q	Memory available	187
CODE + R	Mail merge reference code	125
CODE + S	Search	78
CODE + T	Reset printer and correction memory	187
CODE + U	Required backspace	52
CODE + V	Hyphen scan	75
CODE + W	Dual column typing	116
CODE + 0 (Zero)	Phrase list, read, write	61–64
CODE + 1–99	Phrase memory access	58

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CODE	FUNCTION	PAGE
CODE + R.MGN	Set new bell position for the hot zone	28
CODE + SPACE BAR	Micro space	51
CODE + TAB CLR	Clear margins and tabs	27
CODE + /	Mail list record header	129
CODE + =	Embed/display non-printable symbols	17
CODE + Up Cursor (△)	Moves the cursor to the top of the previous screen	55
CODE + Down Cursor (▽)	Moves the cursor to the top of the next screen	55
CODE + Left Cursor (◁)	Moves the cursor to the beginning of the line	55
CODE + Right Cursor (▷)	Moves the cursor to the end of the line	55
CODE + XXX	Underscore by word	43
SHIFT + INDEX (↓)	Advance the paper $1/48$ of an inch toward the bottom of the page	25
SHIFT + R/INDEX (↑)	Advance the paper $1/48$ of an inch toward the top of the page	25
SHIFT + SPACE BAR	Permanent space	51
SHIFT + XXX	Double underscore	43

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Be sure that the carrier stopper which holds the printer stationary during shipping is removed before turning the unit on. Keep this stopper so that the unit can be transported safely, if the need arises.

For the best possible operation of your typewriter, do not use a power outlet which is presently being used for a copier or other device which consumes a large volume of power.

Do not use your typewriter in the following environmental conditions:

• In direct sunlight where additional heat will be generated.
• In areas where the atmosphere is extremely salty or where corrosive gases are present.
• On surfaces that are not flat, or subject to vibration.

Batteries

If improperly used, the batteries may leak and cause corrosion. Therefore, observe the following:

• Insert batteries properly so that the polarity matches the plus (+) and minus (−) positions indicated in the bottom of the battery compartment.
• Do not use new and old batteries together.
• Do not use batteries of different types together. Some batteries differ in voltage, even though they have the same shape.
• Do not attempt to recharge the batteries.

Cleaning

Use only a soft, dry cloth to clean your typewriter. Water or thinners may damage the cover, case, or electronic circuitry.

Handling Disks

Never touch the magnetic material inside the plastic cartridge. Never expose to magnetism (telephones, loud speakers and little kitchen magnets).

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Cables

The Parallel Interface (KX-EIP2) requires a shielded cable less than 6½ feet in length.

12-4 CHANGING SUPPLIES

Changing the Ribbon Cartridge

When reaching the end of the ribbon, the screen will prompt "LID OR SUPPLY".

1 Lift the top cover of your typewriter

2 Grasp the cartridge on both sides and lift it up and out of the machine
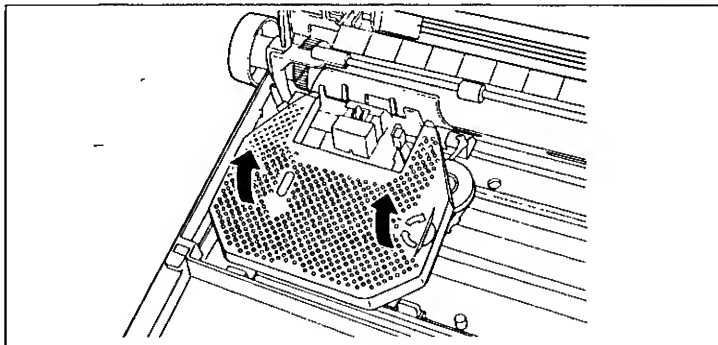
3 To insert a new cartridge, place the front portion (where the ribbon is exposed) between the card holder and the tape guides. Snap the back end of the cartridge onto the printer.

Card Holder Tape Guides
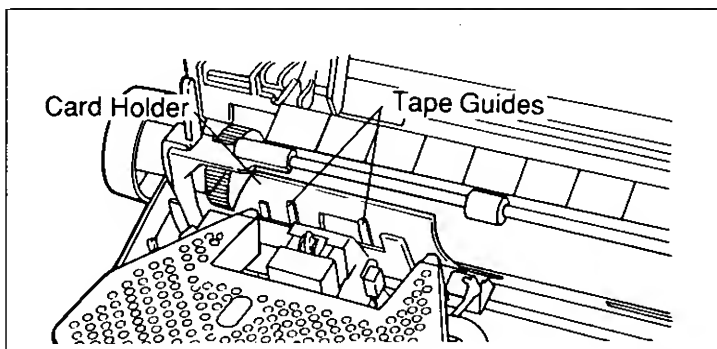
4 Advance the thumb wheel on the cartridge clockwise until the ribbon slack is tightened

Thumb Wheel
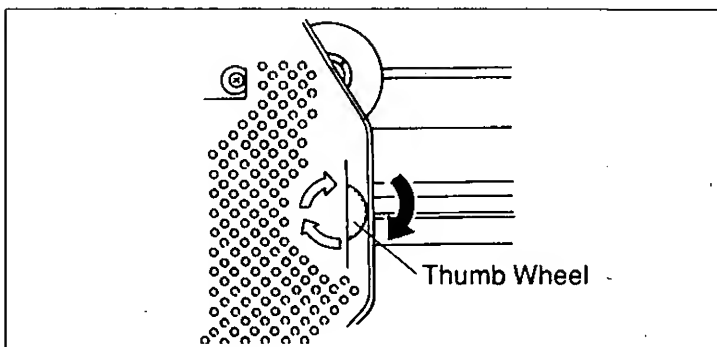
Changing the Correction Tape

1 Lift out the ribbon cartridge and remove the two spools of lift-off tape

Lift-off Tape

Lift-off Tape
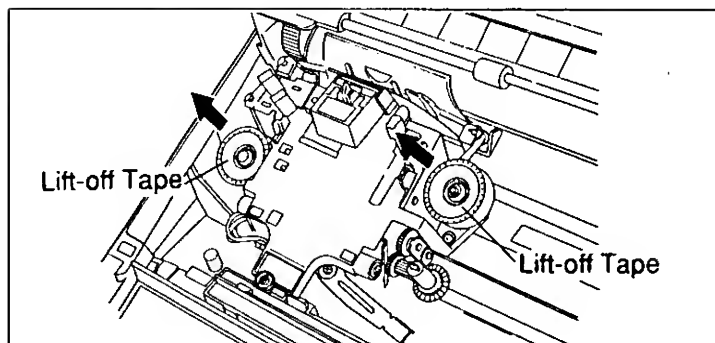
2 Place the loaded spool of the new tape on the left pin

3 Feed tape around white spools. Place empty spool on the right pin

White Spools
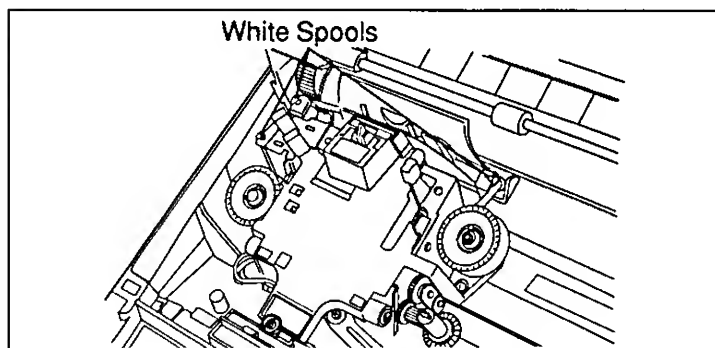
4 Manually turn the right hand spool counter-clockwise, tightening the tape until resistance is felt
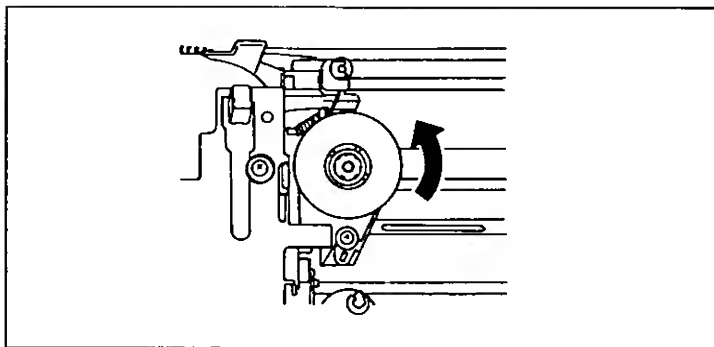
5 Replace the typing ribbon cartridge

Changing the Daisywheel

1 Lift out the ribbon cartridge

2 Pull the green lever that is located to the right of the printhead towards you. Grasp the clear plastic cartridge and lift the daisywheel out of the machine

Plastic Cartridge
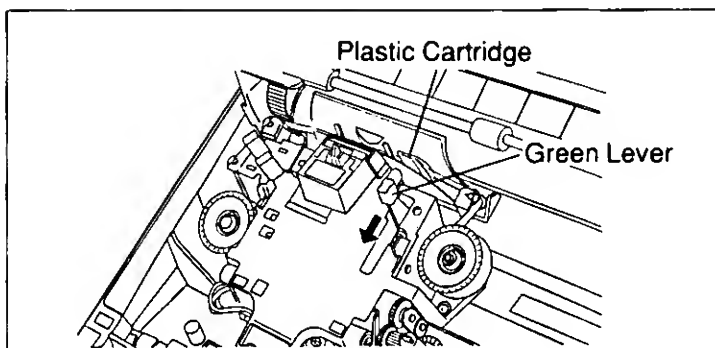
Green Lever

3 Place the plastic cartridge of another daisywheel in the carrier with the characters facing the platen. Push the right side of plastic cartridge down into the carrier and push the green lever back into position
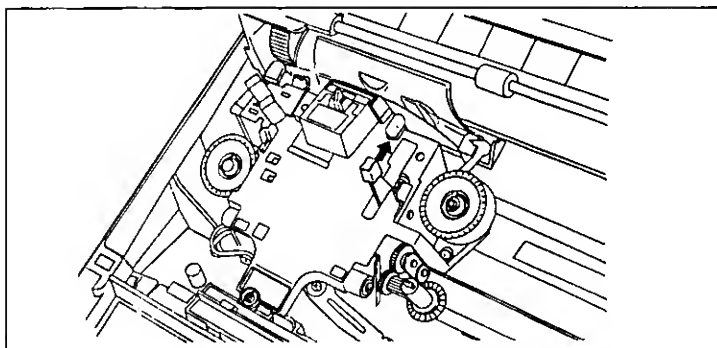
4 Replace the ribbon

5 Close the top cover

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Changing the Batteries

The unit must remain ON when the batteries are being replaced to insure that the memory remains intact.

When your typewriter is turned off, the memory (auto insertion point, formats, forms layout, etc.) is retained through three "AA" size batteries. Your typewriter will alert you when the batteries need to be replaced.

When turning the typewriter on, your screen will prompt:

```
LOW BATTERY!
```

To replace the batteries:

1 Press **SPACE BAR** or **TAB** to position the printer at the far right of the typewriter

2 Open the top cover of the typewriter

3 Remove the battery compartment lid
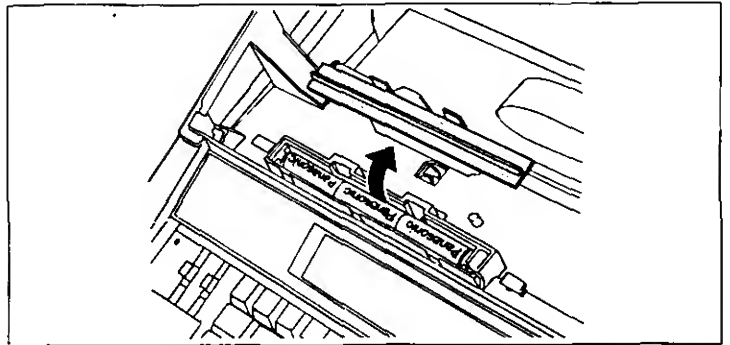
4 Push the left edge of the right battery and remove all batteries

5 Insert the new batteries as shown in the bottom of the compartment
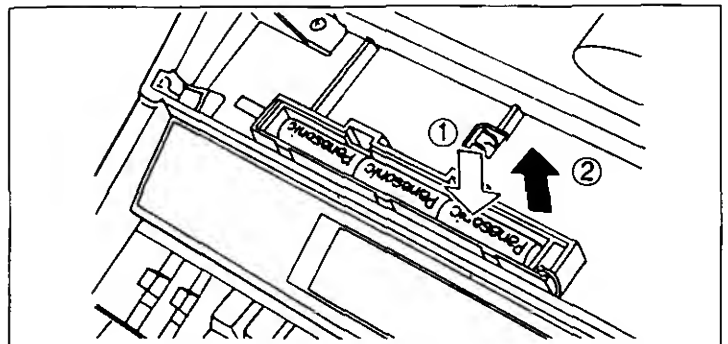
6 Replace the lid and close the top cover

12-5 PLATEN REMOVAL AND INSTALLATION

Removing the Platen

If you have to remove the platen to clear a gummed label or clean the platen, please follow the instructions below:

1 Turn the power off

2 Open the top cover of the typewriter

3 Lift the eraser table

4 Pull the paper release lever and paper bail release lever toward you
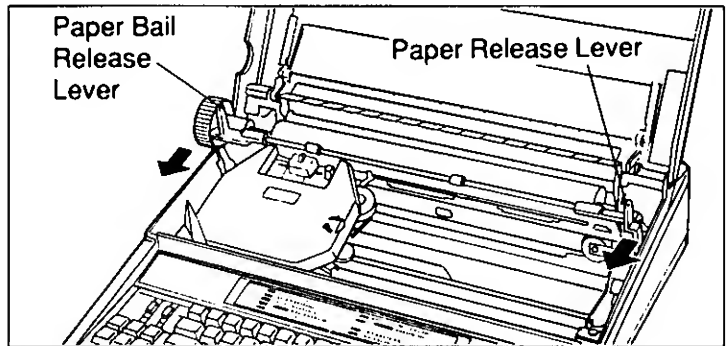
5 Pull both levers of the platen holders towards the front of the machine to unlock
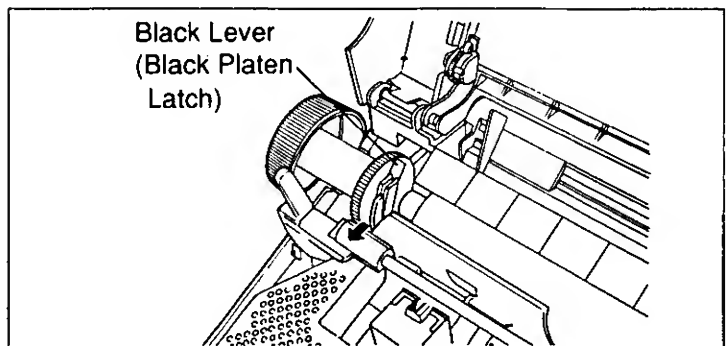
6 Lift out the platen

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Installing the Platen

1 Position the black platen latches (included with Black Levers) inside the side carriage slots

2 Push both levers of the platen holders back to secure the platen

3 Reset the paper release lever, the paper bail release lever and the eraser table. Then close the top cover

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12-6 SHIPPING INFORMATION

The carrier stopper keeps the printer stationary during shipping. Remove the stopper before turning the unit on.

When you transport or ship the typewriter, be sure to follow the steps below.

1 Position the printer at the far left of the unit

2 Install the carrier stopper on the carrier shaft so that the printer does not move

Carrier Stopper
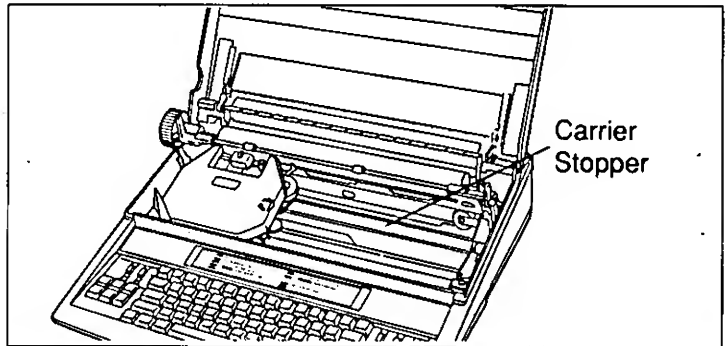
Disconnecting the Display Unit

If you need to move your system, you should disconnect the display unit.

1 Turn the power off
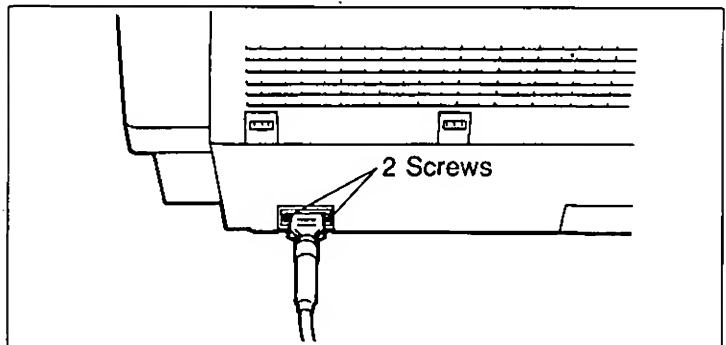
2 Screws

2 Unfasten the two screws on the cable connector

3 Remove the cable from the connector

To reconnect insert the cable into the connector and tighten the screws.

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PROBLEM	REMEDY
1. Character spacing is erratic.	• Make sure the "Pitch Selector" agrees with the pitch indicated on the daisywheel.
2. Character printout is not clear.	• Make sure the ribbon is good. • Make sure the "Pitch Selector" and "Impact Control Selector" are set correctly.
3. Characters cannot be printed.	• Make sure the daisywheel is mounted correctly on the printer. • Change the ribbon cartridge.
4. Characters cannot be cancelled.	• Make sure the correction tape matches the type of ribbon cartridge being used. • Make sure the correction tape is installed correctly. • Change the correction tape.
5. Character printout is scrambled.	• The printwheel is misaligned. Press **CODE + T** to reset the typewriter.

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Print Element:	Daisywheel; 100 char.
Print Speed:	20 characters per second (max. speed)
Print Pitch:	10 char./inch
	12 char./inch
	15 char./inch
	Proportional Spacing
Line Spacing:	1, 1½, 2 and 3 lines
Paper Width:	14.2 inches Max.
Writing Line:	11.5 inches Max.
Ribbon Cassette:	Correctable Carbon Ribbon (Black, Blue, Brown)
	Non Correctable Single Strike Carbon Ribbon (Black)
	Multi-Strike Ribbon (Black)
	Fabric Ribbon (Black)
Correcting Tape:	Lift Off Tape
	Cover Up Tape
Keyboard:	Alpha/Numeric Key; 45 keys
	Function Key; 28 keys
Correction Memory:	1000 char. Max.
Phrase/Text Memory:	25 K
Line Format Memory:	3 Formats+Current
Power Requirements:	Refer to the nameplate located on the rear of the typewriter
Memory Protection:	1 year—3 "AA" size batteries
Storage Environment:	−4°F~140°F (−20°C~60°C) temperature, 10%~90% humidity
Operating Environment:	50°F~104°F (10°C~40°C) temperature, 20%~80% humidity
Dimension:	20 1/16 (W)×17 3/8 (D)×6 7/8 (H) in. (Typewriter)
	(510×442×174 mm)
	9 1/4 (W)×10 5/8 (D)×9 1/16 (H) in. (Screen)
	(235×270×230 mm)
Weight:	Approx. 21 lbs. (9.5 kg) (Typewriter)
	Approx. 6.6 lbs. (3 kg) (Screen)

Specifications subject to change without notice.

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KX-EIP2   Parallel Interface

KX-EK7   Arm for CRT

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12-10 COMMUNICATIONS (with KX-EIP2)

To use the KX-E2500 as a letter quality printer, the following parts must be purchased.

—KX-EIP2 (interface adaptor)
—Interface cable
—Interface card (if necessary, for your computer)

Connection to a Computer

This typewriter has a connector that is designed to receive data from the Panasonic KX-EIP2 Interface Adaptor. In turn, the KX-EIP2 connects to the computer (or to its external interface adaptor). This typewriter can be used as a printer to print data from a computer that is equipped with a parallel (Centronics) interface.

Before connecting the computer, refer to the operating instructions for the KX-EIP2 and your computer.

Parallel ———— Centronics ———— Parallel ———————— Typewriter

Computer — Interface card/adaptor — Interface cable — KX-EIP2 — Typewriter
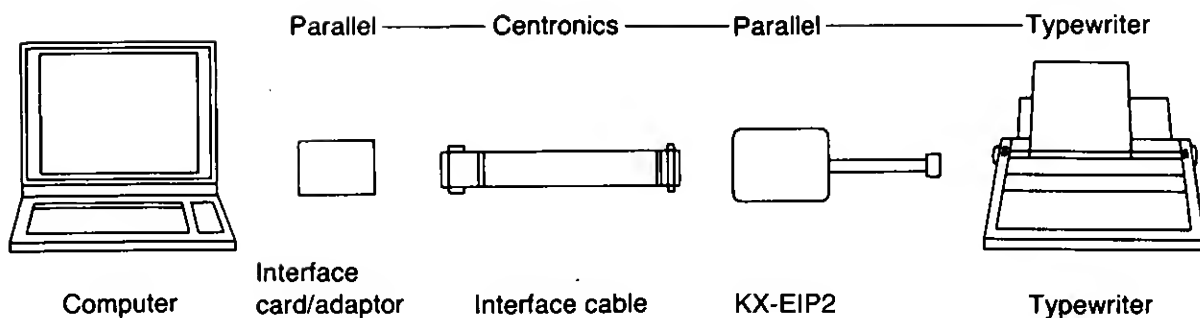
• If your computer is not equipped with a parallel interface, then you will need to purchase one for your computer.

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